Position of Project Specialist at the International Strategy Group, the University of Tokyo

The International Strategy Group in the Management Planning Department at the University of Tokyo is seeking a Project Specialist to assist in the operation and management of the Center for Contemporary Japanese Studies.

**Job Title:** Project Specialist (Fixed-term Project Staff)

**Starting date:** September 1, 2021

**Term:** The contract is renewable on a fiscal year basis (from September 1, 2021 to March 31, then subsequently April 1 to March 31) depending on the budget and job performance, to August 31, 2023 at the longest. There will be a probationary period of six months from the date of contract.

**Place of Work:** The University of Tokyo, 7-3-1 Hongo, Bunkyo-ku, Tokyo, 113-8654 JAPAN

**Qualification:**
(Required)
- Good writing and communication skills in both English and Japanese
- Basic computer skills (MS office Word, Excel, PowerPoint)

(Preferred)
- Administrative experience in running international institutes
- Willingness to work in a team
- Familiarity with Adobe Photoshop and WordPress

**Job description:**
1) Administrative work to operate and manage the Center for Contemporary Japanese Studies, collaborating with other departments at the University of Tokyo.
2) Promote public relations activities both inside and outside Japan
3) Offer research support to affiliated members at the center, to organize workshops and colloquia, to provide various updated information through website, to coordinate the collaboration of the center with research institutes outside Japan

**Compensation & Benefits:**
- **Salary:** Approximately JPY 300,000 to JPY 500,000 per month depending on the qualifications, capacity, and experience of the candidate. Performance-based allowance, commuting allowances, and overtime compensation will be also paid if requirements are fulfilled.
- **Social Insurance:** Eligible for MEXT* Mutual Aid Association membership, employees’ pension, unemployment insurance, and workers’ accident compensation insurance. (*MEXT: Japan’s Ministry of Education, Culture, Sports, Science and Technology)
**Working hours and days:** 9:00 to 17:45 (Lunch break: 12:00 to 13:00)
5 days per week (Monday to Friday)
*Saturdays, Sundays, holidays, and the year-end and New Year holidays (Dec. 29th to Jan. 3rd) are days off. Employees may be asked to work from home, in accordance to the University of Tokyo’s regulations to prevent the spread of the novel corona virus.

**Application Deadline:** 30 July 2021
Applications will be accepted until eligible candidates are found.

**Application Materials:**
1) Resume using the designated form (Please download from https://www.u-tokyo.ac.jp/en/about/jobs.html)
   *If you have any officially proven language qualifications, please mention it at the resume.
2) A short essay about the reason why you wish to apply for this job in both English and Japanese (within 1 page each in A4 size). We expect the English and Japanese versions of your essays to be close to each other, but they should not be a translation of each other.
* Submitted documents will be used only for job selection process and will not be returned. Personal information is handled carefully in accordance with the Privacy Policy of the University of Tokyo.

**Submission:**
Interested applications should send application materials to:
Mr. Ikeda, International Strategy Group, Management Planning Department, U'Tokyo 7-3-1 Hongo, Bunkyo-ku, Tokyo

* Please send application documents enclosed in an envelope and clearly labeled “Application for Project Specialist position (International Strategy Group)” in red ink on the front.
*Travel cost will not be paid for the screening process.
*If you have any questions, please send an e-mail to ikeda.takashi@mail.u-tokyo.ac.jp, or call Mr. IKEDA Takashi (International Strategy Group, TEL: 03-5841-0490)

* The University of Tokyo is committed to enhancing the diversity and equality of its candidates. We strongly encourage applications from women. In all matters related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of national origin, gender, religion, creed, political affiliation, or disability.