

Call for Applications:

Specially Contracted Staff position at the Center for Cancer Immunotherapy and Immunobiology (CCII),
Graduate School of Medicine, Kyoto University

Job title	Specially Contracted Staff
Number of position	1
Location	Research Support and Strategy Unit, Center for Cancer Immunotherapy and Immunobiology, Graduate School of Medicine, Kyoto University (Tentative address: 2F, Kyoto University Rakuyu-kaikan, Yoshida Nihonmatsu-cho, Sakyo-ku, Kyoto, Japan (Scheduled to be relocated in 2024 to Yoshida Konoe-cho, Sakyo-ku, Kyoto))
Job description	Support of the Unit Director on the following duties: 1) Support for public relations activities (English and Japanese) 2) Support for international exchange activities 3) Support for unit management (meeting management, preparation of materials, etc.) 4) Collection and analysis of information necessary for planning academic research promotion 5) Other duties necessary for the Research Support and Strategy Unit to improve the University's research capabilities
Qualifications required	Applicants shall meet either of the following criteria: 1) Having obtained a master's or doctoral degree, or equivalent qualification. 2) Having work experience in research or research support/public relations at a university, research institution, company etc. Having experiences in working in a life science-related field is of advantage. In addition to the above requirements, we are also looking for candidates who -have an interest in research activities of a university and are enthusiastic about contributing to its further development. -are able to work in a team-oriented manner -have English language skills and are able to communicate with overseas universities and institutions -have good general communication skills.
Contract term	From the earliest possible date after the selection is made (negotiable) to March 31, 2025 (The contract period may be extended annually for a maximum of five years in total.)
Probation period	6 months
Working hours	Monday through Friday 8:30 to 17:15 with a one-hour break (12:00 to 13:00) * Working days, working hours, and working time zones are negotiable on a case-by-case basis. Days off: Saturdays, Sundays, National holidays, Year-end and New Year holidays and Foundation day. Overtime may be required when necessary. Tele-working under the University regulations may be applicable.
Salary and allowances	To be determined in accordance with Kyoto University regulations. Overtime allowance is paid based on the University regulations. (Other allowances, bonuses, and retirement allowances are not provided.)
Social insurance	(1) Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association (2) Employee's pension insurance (3) Employment insurance (4) Workers' compensation insurance
How to apply	Submit a curriculum vitae (CV) to the contact person indicated below, either by email or as postal mail. Submission via email: please include as subject "Application document for the CCII Specially Contracted Staff". Submission via letter: please indicate on the envelope (in red marked letters): "Contents: Application documents for the CCII Specially Contracted Staff"
Application deadline	Closed as soon as a suitable candidate is selected.
Selection procedures	Screening will be made based on the CV submitted. Selected candidates will be contacted for an in-person interview.
Contact	Mr. Tanabe, Administration office Center for Cancer Immunotherapy and Immunobiology, Graduate School of Medicine, Kyoto University 2F, Kyoto University Rakuyu-kaikan, Yoshida Nihonmatsu-cho, Sakyo-ku, Kyoto 606-8501, Japan TEL: 075-753-9517 E-mail: recruit_ccii@mail2.adm.kyoto-u.ac.jp (Replace * with @.)
Others	- Kyoto University will not return your application documents. - Personal information contained in the application documents will be used solely for the purpose of screening applicants, and never for any other purposes. - the Graduate School of Medicine supports cultural diversity and welcomes applicants regardless of gender or disability. - Kyoto University is committed to equal opportunity and affirmative action in employment. - At Kyoto University, smoking indoors is prohibited and smoking outdoors is prohibited except for designated smoking areas in order to prevent secondhand smoke.