

## **Recruitment Information for Project Academic Specialist (Fixed-Term Project Staff) in School of Engineering, The University of Tokyo**

1. Title and Hiring Numbers: Project Academic Specialist (Fixed-term project staff) 1 person
2. Term of Employment: As soon as possible after May 1, 2023 to March 31, 2024
3. Renewal of Contract: The contract is renewable on a fiscal year basis (from April 1 to March 31) according to research budget, research activity, and research achievements and health conditions. Contract is until March 31, 2026 at the longest.
4. Probation Period: 6 months from the date of employment
5. Place of Work: Hongo campus, The University of Tokyo (7-3-1 Hongo, Bunkyo-ku, Tokyo)

Stations:	Subway Chiyoda Line	Nezu Station	15 minutes
	Namboku Line	Today-mae Station	5 minutes
	Marunouchi Line/Toei Oedo Line	Hongo-sancho-me Station	15 minutes
6. Affiliation: School of Engineering, Department of Precision Engineering, Kishita Laboratory
7. Contents of Work Duties: Model development, evaluation, and scenario analysis for sustainable consumption focusing on mobility and food
8. Working Hours: 7 hours and 45 minutes a day (9:00-17:45, 12:00-13:00 break), 5 days a week.
  - \*Working hours are subject to negotiation
  - \*Overtime work may be requested according to the business needs
  - \*Holiday: Saturdays, Sundays, other holiday according to Holiday Law, and December 29-January 3.
9. Leave:
  - (1) Annual leave in accordance with The University Tokyo Regulations
  - (2) Special leave in accordance with The University Tokyo Regulations
10. Wages etc.: To be determined in accordance with The University of Tokyo Regulations. Annual Salary System applies. The salary will be decided taking your qualifications, capacity, experience, etc. into account.
  - Commuting allowance is JPY 55,000 per month at maximum.
  - Overtime compensation is paid when the work is requested and complied. The hourly wage for the overtime is 125% of basic salary per hour.
  - No retirement allowance or bonus.
11. Insurance: Eligible for the insurance from the Mutual Aid Association of MEXT (Ministry of Education, Culture, Sports, Science and Technology) and Employment Insurance.
12. Accident Compensation: Work-related accidents and commuting accidents are covered by the Industrial Accident Compensation Insurance Act and the University of Tokyo's Teacher and Staff Act Non-Compliance Accident Compensation Regulations.

13. Qualification Requirements: Experiences to prepare research-related documents using personal computers. Desirable to have sufficient expertise and experiences regarding life cycle engineering, sustainability, and circular economy.
14. Document to be Submitted: The University of Tokyo Standard Resume (Download the resume from the website below)  
<https://www.u-tokyo.ac.jp/en/about/jobs.html>
15. How to Submit: Email or send by post the above document to the following email address or postal address by the due date.  
\*Please contact us if you do not receive a confirmation email within a few days after submitting your document.
16. Application Deadline: Applications must arrive by March 31, 2023 (Friday). Selection will be conducted and finished at any time even before the deadline. After screening of application materials, interviews of selected applicants will be conducted.
17. Contact:  
7-3-1, Hongo, Bunkyo-ku, Tokyo 113-8656, Japan  
The University of Tokyo, School of Engineering, Department of Precision Engineering,  
Kishita Laboratory  
Dr Yusuke Kishita  
Phone: +81-3-5841-6478, E-mail: [kishita@pe.t.u-tokyo.ac.jp](mailto:kishita@pe.t.u-tokyo.ac.jp)  
Website: <http://www.susdesign.t.u-tokyo.ac.jp/kishitalab/>
18. Recruiter Name: The University of Tokyo
19. The measures against second-hand smoking: Smoking is not allowed on campus grounds. (only permitted in designated areas outside.)
20. Notice:  
If you are personally in contract with foreign governmental bodies, corporations or universities, or you are in receipt of a large benefit (financial or any other form) from foreign governmental bodies during the period of your employment, the provisions of the Foreign Exchange and Foreign Trade Act (FEFTA) may prohibit or restrict the sharing of technology that are designated as controlled technology possibly making it difficult for you to fulfill your duties as an academic or administrative staff of the university as a result. Therefore, in such cases it is necessary to keep such contracts/benefits within the scope where it does not hinder the sharing of technologies necessary for your duties by the university.
21. Other:
  - Personal information is handled carefully according to the Privacy Policy of The University of Tokyo and will be used only for this recruitment purposes.
  - Submitted documents will not be returned.

- We welcome proactive application from women in accordance with “The University of Tokyo, Declaration for Promoting Gender Equality”.
- For details of The University of Tokyo Regulations, please visit [https://www.u-tokyo.ac.jp/en/about/rules\\_main.html](https://www.u-tokyo.ac.jp/en/about/rules_main.html)