

## Specialist Administrative (Technical) Staff of Woltjen Lab at CiRA

<b>Position</b>	One Specialist administrative (Technical) staff (Specially Contracted Limited-Term staff)
<b>Work location</b>	Woltjen Lab, Dept. of Life Science Frontiers, Center for iPS Cell Research and Application (CiRA), Kyoto University 53 Kawahara-cho, Shogoin, Sakyo-ku, Kyoto ※5-min walk from Jingu-marutamachi Station of Keihan Electric Railway
<b>Job description</b>	<p>We seek a candidate responsible for supporting research on the establishment and application of genome editing technologies in human iPS cells for the purposes of modeling human health and engineering cells to improve regenerative medicine strategies under the leadership of a Principal Investigator at Woltjen Lab, Dept. of Life Science Frontiers.</p> <p>“Act for the Promotion of Science, Technology, and Innovation” will be applied to this position.</p> <p>For details on our institute and our Lab, please visit the sites:  <a href="http://www.cira.kyoto-u.ac.jp/e/index.html">http://www.cira.kyoto-u.ac.jp/e/index.html</a>  <a href="http://www.cira.kyoto-u.ac.jp/e/research/woltjen_summary.html">http://www.cira.kyoto-u.ac.jp/e/research/woltjen_summary.html</a>  <a href="http://www.cira.kyoto-u.ac.jp/woltjen/">http://www.cira.kyoto-u.ac.jp/woltjen/</a></p>
<b>Job requirements</b>	<ul style="list-style-type: none"> <li>▪ He/she has a bachelor’s degree in medicine, pharmacology, science or engineering, or equivalent research capabilities.</li> <li>▪ He/she has practical experience in molecular biology or cell biology, including genome editing.</li> <li>▪ He/she can perform support tasks (reagent preparation, management of laboratory equipment).</li> <li>▪ He/she can understand protocols and email correspondence in English.</li> <li>▪ He/she can actively communicate with other staff in Japanese and English.</li> <li>▪ He/she can engage in the work with a cheerful and cooperative attitude.</li> </ul> <p><b>【Desired capabilities】</b></p> <ul style="list-style-type: none"> <li>▪ He/she has experience with equipment such as flow cytometers and next generation sequencers.</li> <li>▪ He/she has aspirations and a desire to learn or develop new experimental methods.</li> <li>▪ He/she can create documents using Microsoft Word, PowerPoint and Excel.</li> </ul>
<b>Contract period</b>	<p>Start day (negotiable) ~ March 31st, 2024 with a possibility of renewal until up to the end of the project.</p> <p>When the contract term has expired, the employment contract terminates. Renewal of the contract at the expiration of a fixed-term employment contract is decided by comprehensive evaluation of your work performance, behavior, capabilities, etc. Working conditions may be changed at the renewal of contract. No matter how excellent your work performance, behavior, and capabilities have been, there are cases in which the contract is not renewed on account of unavoidable reasons, such as change of financial status, or loss of the job contents specified above due to reassignment of your lab’s principal investigator or reorganizations.</p>
<b>Probational period</b>	6 months
<b>Working conditions</b>	<p>Kyoto University specialist administrative staff (full-time, annual salary system)</p> <ul style="list-style-type: none"> <li>• Salaries are determined based on the Kyoto University standards depending on capabilities and backgrounds.</li> </ul>

	<ul style="list-style-type: none"> <li>• Annual salary includes various allowances.</li> <li>• Working time:5 days a week (Monday to Friday), 7-hour and 45-minute a day (8:30am～5:15pm (12:00pm～13:00pm lunch break) )</li> <li>• You may be ordered to work overtime as needed. (Overtime allowance will be provided.)</li> <li>• Holidays: Saturdays, Sundays, national holidays, summer break, year-end and new-year break, the anniversary of foundation holiday, and paid holidays</li> <li>• MEXT Mutual Association of Health Insurance, employee pension insurance, industrial accident compensation insurance, and employment insurance</li> </ul>
<b>Deadline for application</b>	The recruitment will be closed when the position is filled.
<b>Documents to be submitted</b>	<p>Please submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Curriculum vitae (Designated form/ Please attach your face photo on the CV.) Write the email address and telephone number by which we can unfailingly contact you. Download the designated CV form at: <a href="http://www.cira.kyoto-u.ac.jp/e/employment/img/doc/Resume_Form.xls">http://www.cira.kyoto-u.ac.jp/e/employment/img/doc/Resume_Form.xls</a></li> <li>2. History of job experience (in any format)</li> <li>3. Write the name(s) and contact information of one or two referee(s) whom we can ask about your background or experience related to the work, if possible. (in any format)</li> </ol> <p>※Additional information may be requested in the process of screening.</p>
<b>Contact</b>	<p>Please send application documents to the following address by postal mail or e-mail.</p> <p>Woltjen Lab Center for iPS Cell Research and Application, Kyoto University 53 Kawahara-cho, Shogoin, Sakyo-ku, Kyoto 606-8507 JAPAN E-mail : woltjen-g *cira.kyoto-u.ac.jp (Please change “*” to “@”.) TEL: 075-366-7314</p> <ul style="list-style-type: none"> <li>• Please be sure to write “Application documents for Specialist Administrative Staff of Woltjen Lab” on the envelope or in the subject line of the e-mail.</li> <li>• If you make inquiries about job specifications or working conditions, please contact us at woltjen-g *cira.kyoto-u.ac.jp (Please change “*” to “@”), mentioning in the subject line as: “Re: Recruitment of Specialist Administrative Staff of Woltjen Lab”</li> </ul>
<b>Selection method</b>	<p>An interview will follow the screening of application documents. Those who have passed the screening will be informed of the date and time of the interview via e-mail or in writing (Interviewees will bear their transportation and accommodation expenses for the interview.)</p> <p>Results will be informed via e-mail or in writing as soon as the decision is made.</p>
<b>Gender equality</b>	Kyoto University is promoting the gender equality. Women researchers are encouraged to apply.
<b>Others</b>	<p>Submitted documents shall be used just for the selection, and never be disclosed, transferred, or lent to the third party without due reasons.</p> <p>Please be advised that submitted documents shall not be returned.</p> <p>Kyoto University is working to prevent passive smoking, by prohibiting indoor smoking on all campuses and also outside smoking except in designated areas.</p>
<b>We are looking forward to your application.</b>	