

Announcement for Project Academic Support Specialist

1. Job title/recruitment number: Project Academic Support Specialist / 1
2. Working style : Full-time (Fixed-term Project Academic Support Specialist)
3. Location : Sugihara Lab, Institute of Industrial Science,

The University of Tokyo

Sugihara Lab' s HP : <https://sugiharalab.iis.u-tokyo.ac.jp/>

Scope of change: In principle, within the same bureau.

4. Place of Work : 4-6-1 Komaba Meguro-Ku, Tokyo
5. Job Description :
Characterization of resistant bacteria and biomolecules by biophysical and biochemical methods. We expect the appointee to start by assisting with experiments and, in the long term, to grow into a researcher who can conduct research with a certain degree of independence. We particularly welcome applicants who may have had a career break but are motivated to return to research.

Scope of change: You may be reassigned or asked to take on additional duties.

6. Eligibility : (1) Holding Doctor degree or expected to acquire by the starting date.
(2) The project is in the fields of experimental biochemistry and biophysics, but anybody who is highly motivated is encouraged to apply.
(3) Team players who can work with other researchers cooperatively.

7. Contract Term : The starting date can be flexible.

※The contract is renewable on a fiscal year basis (from April 1 to March 31; every year) according to the following relevant factors, such as budget status, progress of the work assigned, the amount of the work at the end of the term, applicant' s performance, work record, and attitude, and applicant' s medical conditions.

※Probationary period is 14 days from the date of arrival.

8. Wages and Compensations : To be determined in accordance with The University of Tokyo Regulations. A monthly payment of JPY400,000 or more, based on experience, achievements, etc., not exceeding JPY650,000 per month. (Including achievement allowance.) Overtime pay (provided when overtime work is required and performed). Commuting allowance is JPY55,000 per month at maximum. There is no pay raise system within the contract period.

9. Working days : Work 5 days a week (Monday to Friday)

※Day offs: Saturdays and Sundays; Statutory public holidays of Japan; Year-end and New Year holidays (December 29 through January 3).

10. Working hours: 9:00~17:30, including a 45-minute break. You may be instructed to work overtime when necessary.

11. Leaves: Annual Paid Leave, Special Leave, etc.

12. Social insurance : Eligible for MEXT* Mutual Aid Association membership, employees' pension, employment insurance, and workers' accident compensation insurance. (*MEXT: Japan' s Ministry of Education, Culture, Sports, Science and Technology)

13. Documents to be submitted :

1) Resume

2) A list of publications and overview of research achievements to date (max 2 pages in A4 format)

14. Application deadline : Saturday, Feb 28, 2026

※The search will be closed as soon as the position is filled

15. Selection method: : All applications will be screened, and only those qualified will be scheduled for an interview (on-site or online).
Travel cost will not be paid in the screening process.

16. Sending documents : E-mail: kaori-s@iis.u-tokyo.ac.jp

Interested applicants should submit application materials in the PDF format via Email to kaori-s@iis.u-tokyo.ac.jp . The title of Email should be "Application to Project Academic Support Specialist" .

17. Recruiter Name: The University of Tokyo

18. The measures against second-hand smoking : Smoking is not allowed on campus grounds. (only permitted in designated areas outside.)

19. Others • Personal information is handled carefully according to the Privacy Policy of the University of Tokyo, and will be used only for this job selection process.

• Submitted documents will not be returned.

• Due to the high volume of applications, only candidates who pass the initial screening will be contacted.

• 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.