

Open Positions  
 Full-time Specially Appointed Assistant Professor /  
 Specially Appointed Research Associate  
 Brain Research Center (HIAS-BRC),  
 Hitotsubashi Institute for Advanced Study, Hitotsubashi University

Place of work	Brain Research Center (HIAS-BRC), Hitotsubashi Institute for Advanced Study Hitotsubashi University Kunitachi Campus 2-1 Naka, Kunitachi, Tokyo 186-8601, Japan (About a 10-minute walk from the South Exit of JR Kunitachi Station) [Directions to Kunitachi Campus] <a href="https://www.hit-u.ac.jp/eng/about/direction/kunitachi.html">https://www.hit-u.ac.jp/eng/about/direction/kunitachi.html</a> [Kunitachi Campus Map] <a href="https://www.hit-u.ac.jp/eng/about/direction/campusmap/kunitachi.html">https://www.hit-u.ac.jp/eng/about/direction/campusmap/kunitachi.html</a> (Scope of Change) Location to be determined by the university
Job title	Specially Appointed Assistant Professor or Specially Appointed Research Associate (full-time)
Numbers of positions	2 positions
Salary	Monthly amount: approximately ¥422,000 to ¥709,000 (determined by job title and age) (Annual amount: approximately ¥5,064,000 to ¥8,508,000)
Allowances	The commuting allowance is paid according to the university's regulations. (Maximum ¥55,000 per month)
Employment period	From January 1, 2025 to December 31, 2027 * The start date is negotiable. * The employment period may be renewed for up to five years from the start date. * Renewal of the employment period shall be determined by the volume of work, the state of the employment budget, the work record, etc.
Job description	1. Plan and execute research that can contribute to social sciences using the 3TMRI. 2. Be in charge of the management of HIAS-BRC (the management and experimental support of the MRI) (effort rate is about one day per week). 3. Contribute to research activities of the Hitotsubashi Institute for Advanced Study, the Graduate School of Social Data Science by actively participating in seminars, research collaborations, etc. (Scope of change) All operations related to the management of the university
Required skills, experience, and qualifications	1. Applicants should have or be expected to obtain a Ph.D. (or equivalent). The Ph.D. candidate should have obtained a Ph.D. by the start date of employment. <b>If we cannot confirm your Ph.D. by the start date of employment, the maximum period of employment, even if renewed, will be one year from the start date of employment.</b> 2. We welcome candidates with experience in the MRI management and support.
Workdays and hours	The discretionary labor system is applied. The deemed working hours are 7 hours and 45 minutes per day and 38 hours and 45 minutes per week. The discretionary labor system is a free-time system that considers the amount of work done to be specified by the agreement between workers and employers, regardless of the actual working hours. For more details, please refer to Article 38-3 in Labor Standards Act. <a href="https://www.japaneselawtranslation.go.jp/en/laws/view/3567">https://www.japaneselawtranslation.go.jp/en/laws/view/3567</a> Working days are five days a week, Monday through Friday.
Days off	Saturdays and Sundays, national holidays, new year holidays (Dec. 29-Jan.3), and other days designated by the president of the University
Leave	Annual paid leave (will be given after 6 months of employment) Other paid leave (sick/injured child care leave, family care leave, parental leave before and after childbirth, condolence leave, etc.) Unpaid leave (sick leave, etc.)
Social insurance	Enroll in employment insurance, industrial accident compensation insurance, health insurance, and employees' pension insurance.

Selection	<p>Candidates will be selected based on their application documents and an online interview in English or Japanese.</p> <p>Only those who pass the document screening will be invited for an interview.</p>
How to Apply	<p>Please upload all application documents as PDF files via the URL below, including your name and the document type in the file name.</p> <p>Please follow the instructions on the website by accessing the URL below.</p> <p><a href="https://hrs.ad.hit-u.ac.jp/v33/entries/add/755">https://hrs.ad.hit-u.ac.jp/v33/entries/add/755</a></p>
Application documents	<ol style="list-style-type: none"> <li>1. Cover Letter</li> <li>2. Curriculum Vitae</li> <li>3. Application Form <a href="https://www.hit-u.ac.jp/jinji-saiyo/Application_Form_HIAS_BRC.docx">https://www.hit-u.ac.jp/jinji-saiyo/Application_Form_HIAS_BRC.docx</a></li> <li>4. Ph.D. diploma (For a Ph.D. candidate, academic transcript and note on dissertation progress in the reference letter)</li> <li>5. Reprints of three major papers</li> <li>6. Names and contact information of three references, ideally your supervisor or an equivalent person.</li> </ol> <p>The committee will ask for a reference letter from your references.</p> <p>For Ph.D. candidates, please make sure to ask your referees to describe the progress of your dissertation.</p> <p>* How to submit reference letters</p> <p>Please provide us with the contact information of your references (name, affiliation, email address) through the online application system.</p> <p>The committee will send a URL for uploading the reference letter directly to the references.</p> <p>The committee will not accept any references directly from the applicant.</p> <p>In addition to the above documents, Ph.D. candidates will be asked to prepare and submit a document regarding the expected completion of the doctoral degree after the final offer.</p> <p>The document should be written by your supervisor or an equivalent.</p>
Application deadline	<p><b>11:59 p.m. Monday, September 2, 2024 (JST)</b></p>
Notification of document screening results	<p>Document screening results will be announced via email by Tuesday, September 24, 2024. Short-listed candidates will also be notified of the interview schedule.</p>
Date of interview	<p>The end of September or the beginning of October, 2024</p> <p>Interviews will be scheduled from 8:30 to 17:00 (JST).</p>
Policy of returning the documents	<p>Application documents will not be returned. After an application has been processed, all submitted documents will be disposed of immediately in an appropriate manner.</p>
Contact	<p>HIAS Office</p> <p>Research Services Office, Department of Research Affairs, Hitotsubashi University</p> <p>Email address: <a href="mailto:hias-info@ad.hit-u.ac.jp">hias-info@ad.hit-u.ac.jp</a></p> <p>Should you have any questions, please contact us by email, with “Inquiry regarding HIAS-BRC open position” in your email subject line.</p>
Note	<ul style="list-style-type: none"> <li>- All personal information submitted to the University as part of the job application process shall be used only for the selection process and if selected, employment management (i.e., HR, salary, welfare, health care, labor, and hygiene or management of the on-campus system and facilities usage, and statistical reports). The University shall not provide or disclose personal information to any third party for any purpose other than the above. However, please note there may be cases that the University outsources the management of the above data to a third party with which the University will sign a non-disclosure agreement.</li> <li>- Hitotsubashi University is an equal opportunity employer in the spirit of the Basic Act for Gender-Equal Society.</li> <li>- Please note that smoking is prohibited on campus except in designated areas.</li> </ul>