

**Position Open: Unit Manager of Administrative Division at Hokkaido University,
Institute for Chemical Reaction Design and Discovery (ICReDD)**

The Institute for Chemical Reaction Design and Discovery (ICReDD), Hokkaido University, as a global research center based on the "World Premier International Research Center Initiative (WPI)," constructs an international research environment which gathers world-leading researchers and establishes a research environment that integrates computational, information and experimental sciences, in order to establish a new academic field "Chemical Reaction Design and Discovery", to provide substantial knowledge on chemical reactions that efficiently develop chemical reactions and materials for the future necessity, and to sustainably cultivate human resources engaged in the field of "Chemical Reaction Design and Discovery".

We are inviting applications for the position of Unit Manager, Institute for Chemical Reaction Design and Discovery (ICReDD), Hokkaido University as follows.

1. Name of Recruiting Institution

National University Corporation Hokkaido University

2. Position and number of openings

Unit Manager of Administrative Division (Specially Appointed Associate Professor), one opening

3. Employment Term

Three year from the starting date

(Renewal of appointment may be offered until March 31, 2028.)

4. Department

Institute for Chemical Reaction Design and Discovery

5. Location

Sapporo, Hokkaido (Hokkaido University)

6. Job description

Engage the following jobs as a unit manager of ICReDD Administrative division for promoting the internationalization of ICReDD in Japanese and English.

(1) Planning and management related to internationalization activities of ICReDD

- Planning and management of strategic public relations to disseminate the ICReDD's activities and research achievements.

- Planning and management for the support of researchers such as hospitality systems

- Planning and management of the support of events at the ICReDD

(2) Research and practice in strategic public relations and science and technology communication

(3) Scientific writing about the ICReDD's activities and research achievements.

(4) Website/SNS/video production for the ICReDD's activities and research achievement.

(5) Other tasks under the jurisdiction of the Administrative Division of ICReDD

7. Qualifications

(1) PhD degree(s) at the time of appointment

(specialization: Natural Sciences, especially chemistry is desirable.)

(2) Ability to work in Japanese and English.

(3) Experiences in science writing.

(4) A strong interest in the research activities of ICReDD and the ability to actively engage in its management.

(5) Experience in a managerial position is preferred.

(6) Experience in video production is desirable.

(7) Experience of studying abroad (English-speaking countries) or living overseas (English-speaking countries) is desirable. It is even more desirable to have work experience overseas.

8. Desired Starting Date

As early as possible after acceptance is notified (yet, still negotiable)

9. Probation Period

The probation period is one month.

10. Salary

Annual Salary System

*The salary will be determined in accordance with the regulations of Hokkaido University

* It will be determined by taking into account his or her background and the amount of his or her annual salary from the previous job.

11. Working Form

Discretionary labor system for professional work

*The standard working hours for a day is deemed as 7 hours and 45 minutes.

12. Health Insurance and Pension

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association Services including Health Insurance and Employee Pension, Workers' Accident Compensation Insurance and Employment Insurance

13. Measures to Prevent Second-hand Smoke

Smoking in designated areas only

14. Application Materials

(1) Curriculum Vitae

*Free format with an attached profile photo of the applicant, the following information should be included: Name, current address, telephone number and Email address, Date of Birth, academic history, degree(s), license, career history, awards, membership of organizations etc.

*Applicant who has been employed by Hokkaido University from April 1, 2013 (any position, including Part-time Lecturer, Teaching Assistant, Teaching Fellow, Research Assistant and Short-term Support Assistant, etc.) should provide full details of your employment history.

(2) List of research activities, including original scientific papers, book chapters, other publications, presentations in scientific meetings, awards, and other relevant activities.

(3) Summary of business experience (especially describing achievements in science writing, Website/video production, etc.).

(4) About motivation of application and ambition after adoption (One A4 page or less).

(5) Any certificate of English language proficiency (if you have)

15. Application Deadline

Monday, November 30, 2020 (JST)

*The deadline must be strictly observed.

16. Application Submission

Files including the documents above should be sent to the following e-mail address:

E-mail: recruit AT icredd.hokudai.ac.jp

*Change AT into @ when sending an e-mail.

*Please put "Application for unit manager in ICRéDD" in the subject box.

*Personal information will be exclusively used for the screening.

17. Inquiries

Administrative director Yasunori Yamamoto

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Phone: +81-11-706-9641

E-mail: administrative_director AT icredd.hokudai.ac.jp

*Change AT into @ when sending an e-mail.

18. Others

At Hokkaido University, we actively promote both education and research while fostering diverse human resources and gender-equality. Therefore, we explicitly invite women qualified to apply.