



Okinawa Institute of Science and Technology
Section Leader of the Instrumental Analysis Section

The Okinawa Institute of Science and Technology Graduate University (OIST) is a model for change in education and research with the best international graduate students, working side by side with world-class faculty in modern well-equipped laboratories. Beautifully situated on the island of Okinawa, OIST relies on a cross-disciplinary approach, with an emphasis on creativity and exchange, to offer unique, individualized graduate training. OIST is a university with no departments, eliminating artificial barriers between people working in different fields, but many nationalities, with students and faculty being attracted from all over the world. Concentrating initially on Neuroscience, Molecular Sciences, Mathematical Sciences, Environmental and Ecological Sciences and Physical Sciences, OIST is bringing some of the best brains in the world to Okinawa to transform the way science and education is done in the global academic world.

Position summary:

To accommodate the growth of OIST, the structure of Research Support Division is changing. The Instrumental Analysis Section is a part of the Research Support Division under oversight of the Dean of Research, responsible for the direct research funding and for support functions. The Instrumental Analysis Section manages common research facilities and equipment providing research support services for mass spectrometry, NMR spectroscopy, liquid chromatography, flow cytometry, etc. The Section Leader of the Instrumental Analysis Section takes the following responsibilities, while reporting to the Dean of Research.

Position:

Section Leader of the Instrumental Analysis Section

Working Location:

1919-1 Tancha, Onna-son, Okinawa, Japan 904-0495

Responsibilities:

1. Maintain responsible common facilities and equipment, and provide fair access to users.
2. Develop and improve a robust and efficient operation system of the section.
3. Communicate with users by organizing periodical user meetings, and arrange training for users when necessary.
4. Plan, request, and manage the section's budget and co-ordinate requests for new common



equipment.

5. Supervise the section members' daily activities and promote their professional development.
6. Collaborate with domestic and international core facility associations of universities and research institutes, and contribute to academic communities.
7. Duties required of a manager in the Research Support Division.

Qualifications:

1. Expertise on mass spectrometry, NMR spectroscopy, or flow cytometry, and academic research experience
2. Management experience in core facilities and/or research support offices of universities or institutes for science
3. Strong leadership with sense of fairness, compliance and teamwork in diverse and multicultural settings
4. Excellent communication skills in English and ability to solve problems. Ability to communicate in Japanese is desired, but not required
5. Ability to prioritize tasks and manage time while maintaining accuracy
6. Proactive participation in organizational improvement, while collaborating with other sections and faculty

Term:

Full-time, fixed term appointment for 2 years. Contract initially with 3 month probationary period (inclusive). This contract may be renewed.

Working hours:

9:00-17:30 (Discretionary)

Compensation:

In accordance with the OIST Employee Compensation Regulations

Annual salary: 7.2 million yen ~ 11.3 million yen (Job class: Manager, A5)

Benefits:

- Relocation, housing and commuting allowances
- Annual paid leave and summer holidays
- Health insurance (Private School Mutual Aid <http://www.shigakukyosai.jp/>), welfare pension insurance (kousei-nenkin), worker's accident compensation insurance



(roudousha-saigai-hoshou-hoken)

Submission Documents:

- Curriculum vita in English (and Japanese if available)
- Cover letter in English (and Japanese if available)
- Names, job title and contact details of 3 referees, one of which should be a previous employer
- * Please be sure to indicate where you first saw the job advertisement.

Starting Date:

As early as possible

Application Due Date:

Applications deadline will continue until the position is filled.

Application Address:

Please submit all required application materials by email to:
recruiting#oist.jp

(Please replace # with @ before using this email address)

Or send documents via post mail to:

Recruiting Team, HR Management Section

Okinawa Institute of Science and Technology Graduate University

1919-1, Onna, Onna-son, Okinawa 904-0495, Japan

* OIST Graduate University is an equal opportunity, affirmative action educator and employer and is committed to increasing the diversity of its faculty, students and staff. The University strongly encourages women and minority candidates to apply.

* Information provided by applicants or references will be kept confidential, documents will not be returned. All applicants will be notified regarding the status of their applications.

* Please view our policy for rules on external professional activities

(<https://groups.oist.jp/acd/information-disclosure/>).

* Further details about the University can be viewed on our website (www.oist.jp).