

Job Application

July 10, 2023

	Affiliation	Earth-Life Science Institute (ELSI)
Application conditions	Position title	Technical support staff • 2 persons
	Qualifications	<p>1. Applicants must be able to use basic PC operation such as Word, Excel, and PowerPoint.</p> <p>2. Basic laboratory experience is required: for example in chemistry, biology, or biochemistry labs (chemical handling, pipette manipulation, solution volume and solid weight determination, heating block and dryer operation, basic chemical safety control, sample processing and dilution).</p> <p>3. We are seeking individuals with willingness to learn new techniques.</p> <p>4. Applicants must be able to communication in English or Japanese. Daily communication will be in either of these languages.</p> <p>5. Applicants hold a bachelor's degree or higher.</p>
	Job Description	<p>-Cultivation of methanogens, including gas measurement, cell density measurement, microscopy, etc.</p> <p>-Collection and management of liquid waste and other waste materials.</p> <p>-Maintenance and management of laboratory equipment, and reagents used in the above work</p> <p>-Sending samples (to external institutions).</p> <p>-And other administrative works related to the above (Including communication in Japanese with vendors.).</p> <p>The content and location of the work may change in the future due to organizational changes or changes in the division of work.</p> <p>For more information, please contact the following person. Name: Shawn McGlynn email: mcglynn@elsi.jp https://sites.google.com/elsi.jp/mcglynn/</p>
	Place of work	ELSI, Tokyo Institute of Technology (Ookayama Campus), 2-12-1 Ookayama, Meguro-ku, Tokyo, Japan
	Application	<p>Applicants are requested to submit the following items (free format, A4 single sided)</p> <p>(1) Curriculum vitae including contact details, background, education, list of achievements, etc.</p> <p>(2) Motivation statement for this job (A4 single sided).</p> <p>*Please include the information of the experimental skills and expertise in using experimental equipment.</p> <p>*If you have experience working at Tokyo Institute of Technology, please provide details including the name of the department and the laboratory in which you worked.</p> <p>(3) Contact detail of two or three reference (name, affiliation, and contact information), if possible</p> <p>The application documents will not be returned. Submitted documents are strictly protected under our privacy policy and will be used only for the purpose of applicant screening.</p>
	How to Submit an Application	<p>Please submit all the documents as online with google forms at the below address: https://forms.gle/xTWhqFCGS9Ah1bQL9</p> <p>If google forms is somehow not accessible, please submit by email to the following address with "Application for Technical Support staff -Methanogens" in the subject of email. Email: mcglynn@elsi.jp</p>
	Closing Date for Application	<p>Must arrive no later than Saturday, September 30, 2023</p> <p>Applications will be closed as soon as a suitable candidate is hired even before Sep. 30, 2023.</p>

Recruitment test	Selection Process	First round: Document screening Second round: Interview
	Interview Day	Applicants who have passed the first stage will be notified of the time and place of the interview at least one day before the examination.
Others working conditions	Employment period	<u>Start date:</u> September 1st, 2023, or the earliest possible date thereafter <u>Fixed-term:</u> Fixed-term contract will be effective until March 31, 2024 <u>Possibility of renewal:</u> The contract may be extended depending on funding availability. However, it may not be extended beyond March 31, 2026. <u>Probationary Period:</u> 14 days (The probationary period is subject to Article 12 of the Institute's Employment Regulations for Fixed-Term Staff.)
	Salary	Annual salary system Example of monthly salary for full-time : ¥253,000~¥309,000 depending on qualifications for 35hours per week : ¥165,000~¥199,000 depending on qualifications The salary will be determined based on experience and performance in accordance with the Institute's Employment Regulations.
	Working Hours	(Example) 5 days, 38.45 hours per week Monday – Friday 8:30-17:15 (7.45 hours, lunch from 12:15 to 13:15) 3-5 days per week (20-35 hours per week) (Break time 12:15 to 13:15) Monday - Friday 9:15-17:15 (7 hours) - No overtime works - Holidays: Saturday, Sunday, public holidays and December 29 to January 3. - Annual paid leave and other leaves Working conditions will be determined after mutual consultation at the interview -For taking care of electricity outage inside the school, we might ask you to work on holidays in the middle of August. If you do so, setting substitute holiday is possible.
	Staff housing	None
	Social insurance and other benefits	- Worker's Accident Compensation Insurance - Employment Insurance - Welfare pension insurance - Health insurance (including dental insurance)
	Employer	President of National University Corporation Tokyo Institute of Technology
	Others	No smoking on Campus *Although, there is Smoking area installed at a designated outdoor location