

Job Application

10 October, 2025

Affiliation		Earth-Life Science Institute (ELSI)
Application conditions	Position title	Technical support staff • 1person
	Qualifications	Those who have basic computer knowledge (Word, Excel, Email, PowerPoint, Google Drive/Docs, etc.) and have experience with online meeting software (Zoom, Google Meets). Those who have basic chemistry, biology, and/or biochemistry lab experience (chemical handling, pipetting, solution volume and solid weight measurement, using heating blocks and desiccators, basic chemical safety, sample preparation and dilution, waste management). RNA and protein handling, data analysis, and manuscript preparation experience are a plus, but not necessary. Applicants should be willing to learn new techniques and they are expected to have an open and collaborative mindset. Advanced proficiency in English is required.
	Job Description	The Earth-Life Science Institute (ELSI) at Institute of Science Tokyo is conducting research to clarify the origin of life. We are looking for a technical support person to assist researchers specializing in basic chemistry, biology, and/or biochemistry in our laboratory. The technical support staff will be required to perform the following tasks in cooperation with faculty and researchers of ELSI. Sample preparation, Basic Chemical Reactions, Data Acquisition, Waste Collection and Management, Basic Lab Maintenance (cleaning, draft chamber maintenance, etc.) Experimental Assistance, Consumables Management and Receiving, Chemical Management, Sample Submission (sending samples to outside facilities), Data Analysis, Report Preparation, Manuscript Assistance, Support for Researchers and Students, Lab Safety Preparations. For more information, please contact the following person. Name: Liam Long E-mail: llongo_at_elsi.jp (replace _at_ with @)
	Place of work	ELSI, Institute of Science Tokyo (Ookayama Campus), 2-12-1 Ookayama, Meguro-ku, Tokyo, Japan
	Application	Applicants are requested to submit the following items (free format, A4 single sided) (1) Curriculum vitae (photo attached, name must be signed by applicant, and e-mail address must be included) (2) Curriculum vitae or list of research achievements and experiences If you have worked at Institute of Science Tokyo before, please provide details of the department to which you belonged and the laboratory in which you worked. The application documents will not be returned.
	How to Submit an Application	Please write in red on the envelope, "Application for Technical Assistant of Liam Long, ELSI" and send it by registered mail or bring it to the address below.
	Closing Date for Application	Must arrive no later than at 5pm Friday, October 24, 2025 Applications will be reviewed on an ongoing basis . This job posting will close if a successful candidate is finalized, even if before the posted deadline.
ment	Selection Process	First round: Document screening Second round: Interview (on going)

	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. (Regardless of whether you pass or fail, we will notify you of the result by e-mail).
Others working conditions	Employment period	<u>Start date:</u> November 1 st , 2025 or the earliest possible date thereafter <u>Fixed-term:</u> Fixed-term contract will be effective until March 31, 2026 <u>Possibility of renewal:</u> The contract may be extended; Up to 3 years <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. Salary includes all allowances (e.g., commuting and housing.) 3 days per week (18 hours per week) JPY110,000 – 132,000 per month depending on experience, including social insurance, taxes, and all allowances (commuting, housing, etc.). Bonus and retirement allowances are not provided. * Salary will be determined based on the successful candidate's qualification, experience, and performance.
	Working Hours	5 days per week (18 hours per week) (Example) Monday - Friday : 9:15-12:15 (3 hours) - No overtime work - 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.
	Staff housing	None
	Social insurance and other benefits	worker's compensation Insurance.
	Employer	President and Chief Executive Officer of National University Corporation Institute of Science Tokyo
	Others	No smoking on Campus *Although, there is Smoking area installed at a designated outdoor location
Where to send your application		Please submit all required application materials Administrative Office Earth-Life Science Institute Institute of Science Tokyo 2-12-1-IE-1 Ookayama, Meguro-ku Tokyo 152-8550, Japan