

Call for University Research Administrator (Fixed-term Project Faculty Member or Project Researcher) "Director's Office"
at IRCN, The University of Tokyo

The International Research Center for Neurointelligence (IRCN) was established at the University of Tokyo in 2017 as funded by the World Premier International Research Center Program (WPI).

IRCN investigates the roots of human intelligence, its application to clinical medicine, and pursues the development of new AI using these findings. IRCN brings together researchers with a high degree of diversity from Japan and abroad, and actively promotes collaborative research with overseas partner research centers around the world.

IRCN is seeking University Research Administrator(s) (URA(s)) to join us in the following roles.

1	Title / Number of positions	IRCN Project Faculty Member (Project Associate Professor, Project Lecturer, Project Research Associate) or Project Researcher / Approximately 1~2
2	Employment period	From April 1, 2027 to March 31, 2028. Starting date is negotiable.
3	Renewable	The contract may be renewed. If renewed, it shall be on an annual basis. Renewal will be judged based on the budgetary situation, the progress of the work engaged in, remaining work at the end of the contract period, work performance, work attitude, health situation, and other factors. If renewed, the final date of the employment is March 31, 2030.
4	Probationary period	14 days from the date of hiring.
5	Place of work	Research Support Team, International Research Center for Neurointelligence, The University of Tokyo, Institutes for Advanced Study (7-3-1 Hongo Bunkyo-ku Tokyo, 113-0033 JAPAN) [Project Faculty Member] Scope of change: Place designated by the University. (In principle, University academic staff shall not be ordered to be reassigned or assigned to work on an external assignment against their will. Details are in accordance with Article 4 of the University of Tokyo Regulations on Conditions of Employment of Academic Staff.) [Project Researcher] Scope of change: In principle, within the same center.
6	Job Description	(1) Pre- and post-award work of external research funds (2) Support organizing seminars/symposia and other outreach activities aimed at disseminating our research achievements and strengths (3) Planning and implementing programs to advance collaborative and interdisciplinary research at IRCN (4) Other tasks as designated by the Director Scope of change: [Project Faculty Member] The University may order employees to be reassigned to different positions, or order them to take up additional positions or to work on an external assignment. (In principle, there is no such thing as being ordered against one's will. Details are in accordance with Article 4 of the University of Tokyo Regulations on Conditions of Employment of Academic Staff.) [Project Researcher] The University may order employees to be reassigned to different positions, or order them to take up additional positions or to work on an external assignment.
7	Working Hours	Under the discretionary work system for specialized work, the employee is considered to work 7 hours and 45 minutes per day.
8	Holidays	Saturday and Sundays; Statutory public holidays of Japan; Year-end and New Year holidays(December 29 through January 3)
9	Paid Leaves	Annual paid leaves, refreshment leave, congratulatory or condolence leave, etc
10	Salary & Benefits	● Salary: Annual salary system in accordance with the University of Tokyo Regulations, with a monthly salary of around ¥350,000 - ¥800,000 including Merit Based Allowances. (Salary is to be determined according to qualifications, ability, experience, etc.) ● Commuter allowance: If conditions apply, JPY55,000 per month at maximum ● No retirement benefits or bonuses

11	Available insurances	Eligible for MEXT Mutual Aid Association (health insurance and pension insurance), employment insurance, and workers' accident compensation insurance in accordance with laws and regulations. *MEXT: Japan's Ministry of Education, Culture, Sports, Science and Technology
12	Qualifications	(Required) (1) Applicants must have a Ph.D. degree or equivalent. (2) Applicants must have research experience in neuroscience, computational science, or related fields. (3) High level of fluency in Japanese and English. (4) Ability to actively participate in the operation of IRCN in a cooperative manner under the collaboration of faculty and staff. (Desired) (5) In relation to (2), experience in research institutes abroad is highly desirable. (6) Experience in international collaboration related to research. (7) Experience in URA work at a university or other research institution. We welcome applications from those with enthusiasm, even if they have no experience of working as a URA.
13	Application documents	(1) Cover letter in English or Japanese (2) Curriculum vitae in English or Japanese Please download and use the University of Tokyo Standard Resume Format. (https://www.u-tokyo.ac.jp/en/about/jobs.html) (3) Publication list (4) Two letters of recommendation
14	Submission	Interested applicants should send application materials to General Affairs Team, International Research Center for Neurointelligence with the email title "Call for URA". email: jinji.ircn#gs.mail.u-tokyo.ac.jp (Please replace # with @ before using this email address) Please combine the documents in ONE PDF file (10MB or smaller). Please name the file as "URA_firstname_lastname.pdf". (e.g. URA_Taro_Todai.pdf)
15	Application Deadline Selection Process	December 4, 2026, 17:00 (JST). Once a suitable candidate has been selected, the recruitment process will be closed. All applications will be screened, and only those qualified will be scheduled for an interview (on-site or via video). If your application passes the screening, you will be contacted by email for an interview.
16	Inquiries	General Affairs Team, International Research Center for Neurointelligence e-mail : jinji.ircn#gs.mail.u-tokyo.ac.jp *Please replace # with @ before using this email address.
17	Recruiter Name	The University of Tokyo
18	Status of measures to prevent passive	Smoking is prohibited on the premises (smoking areas are located outside)

19	Notices	(1) Submitted documents will not be returned. Personal information is handled carefully according to the Privacy Policy of the University of Tokyo, and will be used only for the job selection process. (2) Travel cost will not be paid in screening process. (3) For details on work conditions, please see the University of Tokyo Regulations on Conditions of Employment of Fixed-term Project Academic and Administrative Staff. (https://www.u-tokyo.ac.jp/en/about/rules_main.html) (4) The University of Tokyo promotes gender equality and actively encourages women to apply. (5) If you are personally in contract with foreign governmental bodies, corporations or universities, or you are in receipt of a large benefit (financial or any other form) from foreign governmental bodies during the period of your employment, the provisions of the Foreign Exchange and Foreign Trade Act (FEFTA) may prohibit or restrict the sharing of technology that are designated as controlled technology possibly making it difficult for you to fulfill your duties as an academic or administrative staff of the university as a result. Therefore, in such cases it is necessary to keep such contracts/benefits within the scope where it does not hinder the sharing of technologies necessary for your duties by the university.
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