

Japan Aerospace Exploration Agency (JAXA)  
 Institute of Space and Astronautical Science (ISAS) Research Assistant (RA) (fixed-term type)  
 Recruitment FY2019 (1<sup>st</sup>)  
 Application Requirements

ISAS is seeking for outstanding and highly motivated young researchers who will promote our academic research and R&D more effectively and efficiently, by participating as RA.

|                         |   |                   |
|-------------------------|---|-------------------|
| 1. Duties               | Research assistance on academic research and R&D at ISAS  |                   |
| 2. Who may apply        | <p>Students accepted(*) in one of the master's or doctoral courses at ISAS below, except for those who are already employed to JAXA as a fixed-term staff.<br/>         *In principal, as of April 1, 2019. Those, who will be able to get approval of acceptance from ISAS before the primary screening in the beginning of May (see the chart shown below), can also apply.</p> <ul style="list-style-type: none"> <li>• Graduate University for Advanced Studies (<i>SOKENDAI</i>), School of Physical Sciences, Department of Space and Astronautical Science</li> <li>• The University of Tokyo, Graduate School of Science/Engineering, Inter-Institutional Group</li> <li>• Students who study at ISAS under agreements of Cooperative Graduate School System other than the above two</li> <li>• Commissioned Guidance Student</li> </ul> <p>(Special scholarship recipients of SOKENDAI, those who wish for RA do not need this procedure)</p>   |                   |
| 3. Vacancy              | Approximately 40  |                   |
| 4. Period of Employment | From July 1, 2019 to March 31, 2020 (maximum case)  |                   |
| 5. Position             | RA (fixed-term staff)   |                   |
| 6. How to Apply         | <p>&lt;Forms&gt;</p> <ul style="list-style-type: none"> <li>• RA (fixed-term type) CV [FORM 2]</li> <li>• RA Application Form [FORM 3]</li> <li>• Letter of Recommendation from Prospective RA Instructor [FORM 4]</li> </ul> <p>&lt;How to Apply&gt;</p> <ul style="list-style-type: none"> <li>• FORM 2 and 3: Applicants firstly should confirm and discuss with your prospective RA instructors about your RA works and then apply online from the following link. Each form should be PDF format. Please convert MS Word file directly (not scan) to PDF.<br/> <a href="https://isas-appli-form.jaxa.jp/forms1/1552871118">https://isas-appli-form.jaxa.jp/forms1/1552871118</a></li> <li>• FORM 4: Prospective RA instructors write with signature or seal and apply online in a scanned PDF format from the following link. If there are letters for multiple applicants, you can combine them in one PDF file.<br/> <a href="https://isas-appli-form.jaxa.jp/forms1/1552872106">https://isas-appli-form.jaxa.jp/forms1/1552872106</a></li> </ul> <p><u>* After your submission, if you don't receive automatic reply mail, please contact the RA secretariat.</u></p> |                   |
| 7. Deadline             | <p>Form 2 and 3: <b>12:00 p.m. (noon)</b> on Monday, April 22, 2019<br/>         Form 4: <b>12:00 p.m. (noon)</b> on Tuesday, April 23, 2019<br/> <u>* Website for application will be automatically closed at the deadline. We will not accept applications sent by post or carried in personally.</u></p>   |                   |
| 8. Selection Process    | See the chart below <Main Selection Flow>.  |                   |
| 9. Terms of             | Salary  | JPY1,200 per hour |

|                |   |  |
|----------------|---|--|
| Employment     | Allowances  | <u>NOT provided</u> (* No commutation or residence aids)   |
|                | Working Days  | Monday – Friday, 9:30 a.m. – 5:45 p.m.<br>* Less than 7.5 hours per day, 20 hours per week (up to 19.5 hours)<br>* Work hours/days will be fixed after the selection |
|                | Holidays  | Weekends, Japanese National Holidays, New Years Holiday, etc.  |
|                | Social Insurances   | Workers' accident compensation insurance   |
|                | Location  | ISAS Sagamihara Campus (No outside work and trip)  |
| 10. Employment | <ul style="list-style-type: none"> <li>• Contract of employment will be within one fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>).</li> <li>• Applicants will not be hired as a permanent employee after the term of service.</li> <li>• Total employment period will be up to 3 years for the longest, for applicants that are already employed to JAXA as a fixed-term staff.</li> </ul>   |  |
| 11. Notes      | <ul style="list-style-type: none"> <li>• ISAS usually recruits RAs biannually, 1st in April and 2nd in October. 2nd recruitment is mainly for the students who are accepted at ISAS in October, and the RAs who have been employed at 1st recruitment do not have the right to apply for the 2nd recruitment.</li> <li>• If prospective RA instructor is different from the Academic Advisor in JAXA, please accept consent of the Academic Advisor in advance.</li> <li>• Applicants who receive monetary assistance such as scholarships must confirm their own restriction of work hours/days.</li> <li>• Submitted application documents are unreturnable.</li> <li>• Neither travelling expenses nor moving costs will not be provided from JAXA.</li> <li>• In the case of many applicants, doctoral course students hiring will be given preference.</li> <li>• JAXA regulation for fixed-term staff is available from the URL below.<br/><a href="http://www.jaxa.jp/about/disclosure/data/k_23_1.pdf">http://www.jaxa.jp/about/disclosure/data/k_23_1.pdf</a></li> <li>• JAXA RA is able to do side jobs at non-working days, only if working days per week as JAXA RA are less than 5 days. If JAXA RA wants do side jobs in other case, the RA need to be allowed it by president of JAXA.</li> <li>• At the last of terms of employment, RA need to submit an achievement report on his/her works.</li> </ul> |  |
| 12. Contact    | RA secretariat at ISAS (Kohira)<br>E-Mail: RA-Secretariat-ISAS (AT)ml.jaxa.jp (please replace (AT) with at mark)  |  |

< Privacy Policy >

Personal information provided to JAXA will be used and handled only for the purpose of the Research Assistant selection process. JAXA will discard all personal information of unsuccessful applicants after the selection.

Chart: <Main Selection Flow>

(Starting date may be delayed by one month due to an internal procedure.)

|                  |   |
|------------------|---|
| April 1 (Mon.)   | Recruitment open  |
| April 22 (Mon.)  | Form 2 and 3: <b>DEADLINE</b> for application (12:00 p.m. (noon))   |
| April 23 (Tue.)  | Form 4: <b>DEADLINE</b> for application (12:00 p.m. (noon))   |
| Beginning of May | <ul style="list-style-type: none"> <li>• Primary Screening by Graduate School Education Committee of ISAS</li> <li>• Results of the Screening will be announced to the applicants</li> <li>• Applicants who passed the screening draw up the document (work application) which need for final screening.</li> </ul> |

|                                 |  |
|---------------------------------|--|
| May 24 (Fri.)                   | <b>DEADLINE</b> to submit work application form <b>(12:00 p.m. (noon))</b>   |
| Beginning of June               | Final decision for employment by JAXA Human Resources Department   |
| End of June                     | <ul style="list-style-type: none"> <li>• The person to be employed will receive notification of appointment.</li> <li>• The person visits RA secretariat to hear explanation about conditions of employment as JAXA RA based on letter of appointment and conditions of employment.</li> <li>• If the person accepts the conditions and hope to work as JAXA RA, the person submits written oath and receives the letter.</li> </ul> |
| July 1 (Mon.)<br>(in principle) | Arrival at the post  |