

Japan Aerospace Exploration Agency (JAXA)  
 Institute of Space and Astronautical Science (ISAS) Research Assistant (RA) (fixed-term type)  
 Recruitment 2017 (2<sup>nd</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	Students enrolled 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. *As of October 1, 2017 <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>Special Inter-Institutional Research Fellow</li> <li>Students who study at ISAS under agreements of Cooperative Graduate School System</li> <li>Special scholarship recipients of SOKENDAI, those who wish for RA do not need this procedure</li> </ul>	
3. Vacancy	Approximately 10	
4. Period of Employment	From January 1, 2018 to March 23, 2018 (maximum case)	
5. Position	RA (fixed-term staff)	
6. How to Apply	<Forms> <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> <How to Apply> <ul style="list-style-type: none"> <li>FORM 2 and 3: Applicants fill out and print on both sides color printing and clip (not staple) them together and put them in clear file and submit them to the RA secretariat at ISAS (Kohira or Takimoto in Room#1208)</li> <li>FORM 4: Prospective RA instructors write and put it in an envelope, seal it tightly, write the name and affiliation of the applicant on the address side of the envelope, and submit it to the RA secretariat. (Proxy submission by their secretaries are allowed.)</li> </ul> * Form 2 and 3 are strongly recommended to submit by applicants themselves for prompt correction when needed. If applicants can not submit by themselves, we will accept submission by proxy. In that case, please submit them well before the deadline, and keep smooth connection between the applicant and the proxy to be available for prompt correction when needed.	
7. Deadline	Form 2 and 3: <b>12:00 p.m.</b> on Tuesday, October 24, 2017 Form 4: <b>12:00 p.m.</b> on Wednesday, October 25, 2017 <u>* Overdue documents <b>WILL NOT</b> be accepted.</u>	
8. Selection Process	See the chart below <Main Selection Flow>.	
9. Terms of Employment	Salary	JPY1,200 per hour
	Allowances	<u>NOT provided</u> (* No commutation or residence aids)

	Working Days	Monday – Friday, 9:30 a.m. – 5:45 p.m. * Less than 7.5 hours per day, 20 hours per week (up to 19.5 hours) * 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, 1<sup>st</sup> in April and 2<sup>nd</sup> in October. 2<sup>nd</sup> recruitment is mainly for the enrollees in October, and the RAs who have been employed at 1<sup>st</sup> recruitment do not have the right to apply for the 2<sup>nd</sup> recruitment.</li> <li>Applicants who receive monetary assistance such as scholarships must confirm their own restriction of work hours/days.</li> <li>If the applicants have the JSPS Research Fellowship for Young Scientists (DC type), only the students of SOKENDAI and the University of Tokyo have the right to apply for this recruitment.</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>See attached JAXA RA regulation.</li> <li>JAXA regulation for fixed-term staff is available from the URL below. <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 to do side jobs in other case, the RA need to be allowed it by president of JAXA.</li> </ul>	
12. Contact	RA secretariat at ISAS (Kohira or Takimoto in Room#1208) E-Mail: collabo-univ(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.)

October 2 (Mon.)	Recruitment open
October 24 (Tue.)	Form 2 and 3: <b>DEADLINE</b> for application (12:00 p.m.)
October 25 (Wed.)	Form 4: <b>DEADLINE</b> for application (12:00 p.m.)
Middle of November	<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>
November 24 (Fri.)	<b>DEADLINE</b> to submit work application form (12:00 p.m.)

Beginning of December	Final decision for employment by JAXA Human Resources Department
End of December	<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>
January 1 (Mon.) (in principle)	Arrival at the post