

Japan Aerospace Exploration Agency (JAXA)  
 Institute of Space and Astronautical Science (ISAS) Research Assistant (RA) (fixed-term type)  
 Recruitment FY2018 (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	<p>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, 2018</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 10	
4. Period of Employment	From January 1, 2019 to March 31, 2019 (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.  <a href="https://isas-appli-form.jaxa.jp/forms1/1527232404">https://isas-appli-form.jaxa.jp/forms1/1527232404</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.  <a href="https://isas-appli-form.jaxa.jp/forms1/1537482216">https://isas-appli-form.jaxa.jp/forms1/1537482216</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.</b> on Monday, October 22, 2018          Form 4: <b>12:00 p.m.</b> on Tuesday, October 23, 2018          * <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 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, 1st in April and 2nd in October. 2nd recruitment is mainly for the enrollees 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. <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 and Takimoto) 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.)

October 1 (Mon.)	Recruitment open
October 22 (Mon.)	Form 2 and 3: <b>DEADLINE</b> for application (12:00 p.m.)
October 23 (Tue.)	Form 4: <b>DEADLINE</b> for application (12:00 p.m.)
Beginning 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 22 (Thu.)	<b>DEADLINE</b> to submit work application form (12:00 p.m.)
Beginning of	Final decision for employment by JAXA Human Resources Department

December	
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 (Tue.) (in principle)	Arrival at the post