



Academic Collaborations Administrator

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Job Information

Hiring Company

[Okinawa Institute of Science and Technology Graduate University](#)

Job ID

1591026

Industry

Education

Job Type

Contract

Location

Okinawa Prefecture, Kunigami-gun Onnason

Salary

Negotiable, based on experience

Work Hours

所定労働時間：9:00 - 17:30 休憩時間：12:00 - 13:00 フレックス制（コアタイム10:00-15:00）

Holidays

土・日・祝、年末年始（12月29日～1月3日）、年次有給休暇、夏季休暇、傷病休暇、特別休暇

Refreshed

May 1st, 2026 15:28

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The position :

OIST is expanding its institutional research collaborations with domestic and international partners. These collaborations play a key role in advancing interdisciplinary research and strengthening the university's ability to secure competitive external funding.

The Office of the Dean of Research manages a growing portfolio of strategic partnerships and collaborative programs. These initiatives are central to enabling impactful research activities and fostering connections across institutions.

The Academic Collaborations Administrator will join the Academic Partnerships and Visiting Program Section, reporting to

the Section Manager. This role will provide administrative support for institutional collaborations, particularly with domestic research universities, while also supporting visiting programs and related initiatives. The position involves close coordination with internal and external stakeholders and offers the opportunity to contribute to the successful delivery of collaborative research activities at OIST.

The position is based in Onna, Okinawa.

Responsibilities :

1. Support the Dean of Research, section manager, and coordinator in coordinating and hosting symposia, workshops, meetings, student exchange programs (summer camp, interns) and other events by handling arrangements, including budget tracking.
2. Liaise across OIST to support the activities of the Dean of Research and the Academic Partnerships and Visiting Programs Section.
3. Arrange business travel for the Dean of Research, Section Manager/staff, and invited guests, in accordance with OIST policies and procedures.
4. Process purchase orders, travel reimbursements, and related administrative transactions required for section activities.
5. Provide administrative support for OIST's Visiting Program and other section activities.
6. Create and update websites and promotional materials for events and initiatives.
7. Assemble and organize data to support the analysis and implementation of research collaboration activities and assist with translation of reports and presentations as needed.
8. Perform other related duties as assigned.

Required Skills

(Required)

1. At least 2 to 3 years of administrative experience (experience at a university or other academic institution is a plus).
2. Experience with event logistics and travel arrangements, particularly in an academic context
3. Native level Japanese and business level English.
4. Ability to establish smooth communications with stakeholders within and outside OIST
5. Ability to meet deadlines with accuracy.
6. Ability to collaborate effectively in a team environment.
7. Multitasker, attentive to detail, situationally aware, with an ability to operate in an uncertain and changing environment with a minimum of supervision.

(Preferred)

1. Experience drafting as well as translating reports on academic events and activities.
2. Work experience in an international environment.
3. Experience with project management software and productivity tools.

Company Description