



Academic Collaborations Administrator

国際的な環境です。服装自由。住宅手当あり。

募集職種

採用企業名

学校法人 沖縄科学技術大学院大学学園

求人ID

1591026

業種

教育・学校

雇用形態

契約

勤務地

沖縄県, 国頭郡恩納村

給与

経験考慮の上、応相談

勤務時間

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）

休日・休暇

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

更新日

2026年05月29日 13:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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.

スキル・資格

(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.

会社説明