Professional & Career Development Staff/プロフェッショナル・キャリア開発スタッフ

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
1601115

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11月18日 04:00

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
ビジネス会話レベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

The PCD program administrator is a detail-oriented professional who executes and manages the PCD program which is the credit-bearing program for OIST PhD students. The responsibilities also include organizing, managing, and tracking students and other participants' progress of the PCD program.

Through the Program for Forming Japan's Peak Research Universities (J-PEAKS), OIST was awarded 5.5 billion Japanese yen over five years. This substantial grant supports and enhances OIST's strategic initiatives by providing the means to transform our equipment, hire personnel, and extend collaborative frameworks to support high-quality research. This position will communicate to internal and externals audiences what J-PEAKS is and how it supports the work being done at OIST.

This position is funded by the J-PEAKS Grant, which was approved by the Japan Society for the Promotion of Science (JSPS).

Responsibilities

1. Organize and manage the PCD events (both mandatory sessions and elective sessions) for PhD students and other participants under the guidance of the PCD coordinator.
2. Conduct surveys for PCD events and evaluate the effectiveness of sessions
3. Track students and other participants completion and requirement submission materials of PCD courses.
4. Disseminate information about professional and career development events to OIST PhD students and other participants offered by external organizations and institutions.
5. Other tasks assigned by section manager.

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