

Technical Staff (Research Assistants) Employment Program Application Guidelines  
for the First Half of the 2025 Academic Year

I. Details of support

The Technical Staff (research assistants) (hereinafter called Technical staff) Employment Program (“Program”) enables researchers who have difficulty securing enough time to pursue research activities—due to child-rearing, providing nursing care, illness and other reasons—to hire Technical staff to undertake necessary research support tasks (experimentation assistance, research data analysis, statistical processing, document production, literature review, etc.) at designated locations.

II. Eligible applicants

1. Eligibility and requirements

(1) Any researcher affiliated with Nagasaki University (“the University”), either as a full-time faculty (including fixed-time staff) member, a post-doctoral fellow, or a foreign researcher, who satisfies any one of the following requirements 1), 2) and 3) below:

1) Child-rearing

- In principle, the applicant must be raising a child up to the 3rd grade of elementary school (or 6th grade of elementary school if there are special circumstances).
- Able to provide copy of documents by which the Center can confirm child’s age/children’s ages. (health insurance card [健康保険証], residence certificate [住民票], maternal and child health handbook [母子手帳], Physical Disability Recordbook、Special Education Recordbook [身障・療育手帳] etc.).

2) Nursing care

- The carer of family members who require nursing care.
- Able to provide copy of documents by which the Center can confirm that family members are in a condition requiring nursing care. (nursing care insurance card [介護保険被保険者証], or certificate issued by a hospital or a nursing home)

3) Illness

- A University employee in need of support, who is unable to work for longer than two weeks due to illness, and who even after returning to work requires repeated or continuous treatment for cancer, stroke, heart disease, hepatitis, or any other intractable disease (not including diseases that can be cured in a short period of time); or who sees a doctor regularly for such diseases; or, who suffers from any condition judged by an occupational physician to require support.
- Able to provide copy of documents by which the Center can confirm that the applicant is undergoing medical treatment, or a notice of consideration for work attendance [就業配慮通知書], etc.

4) Any other condition judged by the Director of the Center for Diversity and Inclusion (“Center”) to require research assistance.

(2) Applicants may recommend specific individuals as Technical Staff to be employed in this Program. (The Human Resources Back in the University is available.)

III. Technical Staff

1. Eligibility and requirements

(1) The University’s graduate or undergraduate students, who satisfy all of the following requirements:

- Technical Staff work does not hinder candidates’ own academic commitments.
- Permitted by supervisors to undertake Technical Staff work.
- If candidates are currently employed as RA, TA, MA, SA, or WA, the hours committed in these positions, combined with their working hours as Technical Staff, may not exceed a total of 20 hours per week; and those days and hours may not overlap with each other.
- Candidates’ working hours as Technical Staff, combined with any other working hours, do not exceed a total of 40 hours per week.

(2) Persons other than the University’s graduate or undergraduate students, who satisfy all of the following requirements

- If a Technical Staff candidate is not affiliated with the University and has a job outside the University, his or her working hours as Technical Staff, combined with those of the other job, may not exceed a total of 40 hours per week.
  - Not currently employed by the University as part-time staff, e.g., assistant clerical staff or assistant technical staff.
- \* The spouses and family members in the same household of hiring researchers (Program users)—though they may otherwise satisfy any of the above requirements (1) and (2)—will be excluded from selection.

2. Term of employment

Any desired period between April 1 through September 30, 2025

However, in the case of 10 hours or less per week, the term of employment may be for a maximum of 6 months; in the case of 11-20 hours per week, the term of employment may be for a maximum of 3 months.

3. Hours of employment

No longer than 7 hours and 45 minutes per day and 20 hours or less per week. Hours may not exceed the weekly limit once authorized by the Program.

4. Remuneration

The hourly wage will be based on the “Hourly Wage for Part-timers (unit price table)” stipulated by Nagasaki University.

5. Scope of work/working hours

- Technical Staff selected by this Program may provide assistance only to research activities of the Program users. During the hours of research assistance work, they may not pursue their own research or studies, or any activities other than the research assistance.
- Technical Staff work within the pre-determined hours under the direct supervision of the Program user. Research assistants, in principle, may not work at night or on weekends and national holidays.

IV. Number of Program users to be selected

Seven

V. Applications

Send the following documents by campus courier service to the Center’s point of contact indicated below (E-mail is acceptable): (1) Technical Staff Employment Program Application Form (Form 1), (2) Working Schedule for Technical Staff to be Employed (free format), and (3) documentation according to II-1 above.

1. Researchers who used this Program in the past may apply again. Unless there are exceptional circumstances, however, the Program can be used by the same researcher
2. no more than six times.

VI. Selection and decision

1. Application forms will be reviewed to determine the users. If applications exceed the target number of users, the process will be selective. (Interviews with center staff as needed)
2. Criteria for the selection process (described in 1. above) will be stipulated elsewhere.
3. Applicants will be notified of selection results within one week of the closing date set forth in VII below.

VII. Closing date for applications

Must arrive at the Center by noon, Friday, January 10, 2025

VIII. Reporting and other duties

Program users are required to conduct the reporting and other duties as follows:

1. Submit the Technical Staff (Research Assistants) Employment Program User Report for the First Half of the 2022 Academic Year (Form 2) within one week of the Program usage period. Also, Program users must consent in advance to the possible disclosure of the content of Form 2 on the Center’s website and other publications.

2. Cooperate with the Center—via interviews, questionnaires and other means—with a view to ascertaining and improving the Program’s effectiveness.
3. Report to the Center forthwith if, due to unforeseeable reasons, any changes have occurred to the working days of the week, etc. of Technical Staff during their term of employment.

IX. Points to note

1. Those selected to be Technical Staff need in advance to be consulted and agree to their working hour arrangements and other details. They also need to agree to one or more interviews with the Center staff during the term of their employment if deemed necessary by the Center.
2. The Center cannot be held responsible for and will not become involved in any disputes regarding research results and other matters. Program users and their technical staff must enter into prior discussions and sufficiently clarify their respective roles.
3. Once a Program user has been selected, the user will not, in principle, be allowed to change Technical Staff. If, for unavoidable reasons, Program users have to change Technical Staff, they must follow the separately stipulated procedures (see the Notice for Technical Staff Changes dated February 21, 2017).
4. If any application details are found to be false, or if it is discovered that the Program was improperly used in violation of the application guidelines, the Center will immediately suspend the use of the Program by the user and the user permanently forbidden from using the Program.

Examples of improper Program usage include persons other than Program applicants/users supervising their Technical Staff, or engaging Technical Staff in tasks other than authorized research assistance work

5. If there have been any changes in applicants’/users’ eligibility status and family condition, update the Center immediately of those changes.

For application and inquiries

Contact Oota (Ms.) at Center for Diversity and Inclusion, Nagasaki University

Tel: 095-819-2889 (Ext: 3471)

E-mail: omoyai\_staff@ml.nagasaki-u.ac.jp