



JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE

日本学術振興会

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**SAN FRANCISCO OFFICE**

2001 ADDISON STREET, BERKELEY, CA 94704 TEL: 510.665.1890 FAX: 510.665.1891

The Japan Society for the Promotion of Science (JSPS), San Francisco Office, a non-profit organization, is seeking a full-time Liaison Officer.

JSPS is the largest basic research funding agency in Japan. It operates under the auspices of the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) with the mission of advancing research in all fields of the sciences, humanities, and social sciences.

The JSPS San Francisco Office (located in Berkeley, CA) was established in May 2003 to promote and facilitate international research collaboration between Japan and the Western United States, Canada and Latin America.

For more information about JSPS and the JSPS San Francisco Office, please visit our websites:

<http://www.jspg.go.jp/english/index.html>

<http://www.jspgusa-sf.org/>

The Liaison Officer is the sole local staff member at the San Francisco Office and aids JSPS in dealings with institutions and local entities at all levels, from researchers to vendors.

The ideal candidate is dedicated to the mission of the JSPS San Francisco Office and can balance a variety of different roles in pursuit of the mission. The Liaison Officer must be highly adaptable, with strong cultural and communicative competence, and skilled at negotiation between Japanese and US entities. Knowledge of Japanese work culture is a must; Japanese language ability desirable.

This is an excellent opportunity to work with a dynamic group of individuals, while learning about the higher education and research systems in Japan and the US.

**Required Qualifications**

- Bachelor's degree
- Experience in a Japanese office environment
- Highly adaptable/able and willing to fill a variety of roles
- Excellent written, verbal, and interpersonal communication skills (English)
- Superior time management, prioritization, attention to detail, and organizational skills
- Proficiency with Microsoft Office Suite
- Valid driver's license
- Available to make occasional business trips

**Preferred Qualifications**

- 2-3 years administrative experience
- High level of judgment and initiative
- Good command of the Japanese language (JLPT N2, ACTFL OPI Advanced Novice or equivalent)
- Ability to plan, direct and review work of other office members, within scope of authority
- Web building/design skills
- Knowledge of the US higher education system

### **Responsibilities**

- Work directly with the Director and Deputy Director
- Liaise between institutions/ local entities and Japanese staff
- Assist and support Japanese staff in their adjustment to life in the Bay Area
- Coordinate joint/collaborative projects and events with academic institutions
- Create/edit letters, reports, proposals, speeches, and newsletter; draft/compose correspondence
- Provide language/cultural support as needed
- Make travel arrangements and set appointments for Japanese guests and staff
- Manage office accounts, filing, customer service issues
- Maintain and update mailing lists, periodicals, and magazines
- Support Japanese staff with ongoing research projects
- Handle and process confidential information
- Other miscellaneous clerical duties as needed

### **Benefits**

- Approximate annual salary of 49,600 USD
- Non-exempt with potential for overtime
- 15 days paid holiday (not including official holidays)
- Health insurance stipend

Unfortunately, JSPS cannot provide relocation assistance or visa support.

### **Application deadline: June 22**

Start date: August 1

Contract term: one year with option to renew

We are seeking someone committed to long-term employment

Email résumés and cover letter (PDF) with 'Your Name: Liaison Officer Application' in the subject heading to: [lauren.nakasato@jpsusa-sf.org](mailto:lauren.nakasato@jpsusa-sf.org)

No phone calls please.

We regret that due to the high level of inquiries we cannot respond to all applicants. Only a limited number of candidates will be invited to the next step of the selection process. Thank you for your understanding.