
Guideline for the Science Communication Fellowship 2018

Hiroshima University (HU) is one of the largest and most comprehensive research universities in Japan. Comprised of 11 faculties, 11 graduate schools, an attached research institute, university hospital, and 11 attached schools, HU has more than 1,600 faculty and 600 staff members, as well as more than 15,000 students as of July 2017. Based on its founding principle, “a single unified university, free and pursuing peace,” we are committed to promoting advanced scientific research that benefits the future of humankind while fostering excellent human resources.

HU aspires to improve its reputation in the academic and educational fields of the world by conducting excellent science communication, as well as continuing to produce significant research results. In order to make this possible, we launched the Science Communication Fellowship in February 2016, a full-time, temporary contract offered to recent graduates and young professionals motivated to gain experience in science journalism in Japan. We are currently recruiting for our third Fellow, who we expect to join our office in January 2018.

Position summary:

The Science Communication Fellow will write science news and feature articles in English to be published online. Tasks include writing science newspaper-style press releases and creating multimedia content to accompany these stories. It is strongly expected that the Fellow will search for potential research news via conversations with faculty and administrative staff. Other responsibilities include updating the university’s research-dedicated Facebook page, interviewing professors for profile articles, and actively promoting Hiroshima University research to the international media. Strong writing and speaking skills in English are essential, particularly the ability to compose clear, graceful, powerful prose on scientific research.

Candidates eligible for the Fellowship:

Recent graduates, and young professionals who have a degree in science communication, journalism, or science

Job title:

Science Communication Fellow (Full time)

Primary working location:

Research Planning Office, 1st Floor of the Headquarter building, Higashi-Hiroshima Campus, Hiroshima University (1-3-2 Kagamiyama, Higashi-Hiroshima, 739-8511 Japan)

Responsibilities:

1. To proactively search for story ideas and conduct interviews to research, write, and edit press releases and other content
2. To coordinate story approval and publication while working with faculty members, research administrators, and staff members of the university (particularly in the University Headquarters' Public Relations Group) to meet deadlines and to ensure accuracy
3. To publish or promote research accomplishments via all appropriate platforms, including online portal websites (such as EurekAlert or AlphaGalileo), social media, or contacting individual journalists; for example, producing two to three press releases per month and posting one story to the Hiroshima University Research Facebook per week would be desirable.
4. To assist with media events and general public relations activities as needed
5. To contribute to internationalization of the office

Qualifications:

1. Degree in science communication, journalism, or science is required
2. Some hands-on science writing experience is required
3. Excellent oral and written communication skills in English necessary, proficiency in Japanese is an advantage
4. Must know the components of a good story and be able to apply them to technical material
5. The ability to coordinate activities, both within and outside of HU, in order to carry out assignments
6. Experience working with scientists and other technical people is desirable
7. Proficiency in the use of MS Office applications skills (Word, Excel and PowerPoint) a must
8. Photography, videography, blogging and podcasting experience appreciated

Term:

Initial six-month contract with the strong likelihood of an extension to a total of 12 months, based on the Fellow's performance and mutual agreement between the Fellow and the Research Planning Office

Starting Date:

January 2018 (exact date is negotiable)

Working Hours:

Weekdays from 8:30 to 17:15 (with one hour lunch break from noon)

Compensation and Benefits:

1. Monthly salary for initial six-month contract is 210,000 Japanese Yen (JPY) (Items such as residence tax and annual pension may be deducted depending on individual circumstances) and this will remain fixed. However, monthly salary for individuals who agree to the extended term will be determined according to the individual evaluation of work performance. For high-level performers, we offer a higher salary of up to 270,000JPY.
2. HU will sign a lease for a studio apartment near the university with all utilities (heating/cooling, electricity, water, the Internet) and basic furnishings. The Fellow will be required to pay a monthly rent of approximately 48,000-53,000 JPY.
3. Roundtrip airfare between the Fellow's hometown and Hiroshima, based on university restrictions. (Economy tickets only. You must purchase the ticket yourself and will be reimbursed upon your arrival.)
4. Annual paid leave (pro-rated from 20 days per 12 months for full-time employees) and health insurance.
5. The Research Planning Office will assist the Fellow with visa application paperwork, including providing a Certificate of Eligibility which is required to submit to the Fellow's local Japanese consulate/embassy. Upon your arrival in Higashi-Hiroshima, your colleagues will assist you to open a bank account and submit official paperwork to City Hall.

Apply for the Fellowship online:

1. Applications will be accepted only from the following form:
<<http://huscf.hiroshima-u.ac.jp/2018/>> ※Please fill in the blanks on the form.
2. Please upload two samples of your work (articles, videos, etc., preferably published) onto the above form.

Application Due Date:

10:00am on Wednesday, September 27, 2017 (Japan time)

Interview:

After careful consideration of applications, a shortlist of candidates will be invited for interviews.

We anticipate contacting the shortlisted candidates in October, 2017.

*HU is committed to increasing the diversity of its faculty, students and staff. The University strongly encourages women and minority candidates to apply.

*Application documents will not be returned.

*Please note that we will not respond to any inquiries about the selection results.

*Information provided by applicants will be kept confidential.

*Further details about HU can be viewed on our website.

(<https://www.hiroshima-u.ac.jp/en>)

*For details about our efforts to strengthen the University's science communication, please see the page below.

(<http://huscf.hiroshima-u.ac.jp/>)

For more information about this program, contact:

Research Planning Office, Hiroshima University

pr-research*office.hiroshima-u.ac.jp (Please replace * with @ before using this email address.)