
Guideline for the Science Communication Internship 2015

Hiroshima University (HU) is one of the largest and most comprehensive research universities in Japan. Comprising 11 faculties, 11 graduate schools, an attached research institute, university hospital, and 11 attached schools, HU has more than 1,600 faculty and staff members, as well as more than 15,000 students as of July 2015. 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 will launch the Science Communication Internship, a 6-month program offered to students, recent graduates, and young professionals motivated to gain experience in science journalism in Japan.

Position summary:

The Science Communication Intern will write science news and feature articles in English for our internal/external communication site. Tasks include conducting interviews and taking photos for content creation. Other responsibilities include updating the website and other social media. In addition, it is strongly expected that the intern will look for potential research news from faculty members. Strong writing and speaking skills in English are essential, particularly the ability to compose clear, graceful, powerful prose on scientific research. Applications should include your CV, cover letter, and two writing samples.

Candidates eligible for the Internship:

Students, recent graduates, and young professionals who have a degree in science communications or journalism or science

Position:

Science Communication Intern (Full time)

Primary working location:

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

Responsibilities:

1. To proactively search for story ideas and conduct face-to-face interviews before writing, researching and editing press releases, articles for websites, brochures and other HU publications including social media.
2. To coordinate story submissions, editing, production and approval 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 assist with media events and general public relations activities as needed.
4. To contribute to internationalization of the office

Qualifications:

1. Degree in science communications or journalism or science required
2. Some hands-on science writing experience 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:

Six month contract

Starting Date:

Negotiable

Working Hours:

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

Compensation and Benefits:

1. Monthly salary; Commuting allowance (including the airfare for a round trip to/from Hiroshima to be engaged in this position) based on the university conditions
2. Annual paid leave and health insurance

Application for the Internship from the website:

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

Application Due Date:

Noon on Friday, October 30, 2015 (Japan time)

Interview:

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

*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.

*Information provided by applicants will be kept confidential.

*Further details about the Institution can be viewed on our website.

(<http://www.hiroshima-u.ac.jp/index.html>)

For more information about this program, contact:

Research Planning Office, Hiroshima University

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