Okinawa Institute of Science and Technology  
Public Health Nurse or Registered Nurse

The Okinawa Institute of Science and Technology Graduate University (OIST) is a model for change in education and research with the best international graduate students, working side by side with world-class faculty in modern well-equipped laboratories. Beautifully situated on the island of Okinawa, OIST relies on a cross-disciplinary approach, with an emphasis on creativity and exchange, to offer unique, individualized graduate training. OIST is a university with no departments, eliminating artificial barriers between people working in different fields, but many nationalities, with students and faculty being attracted from all over the world. Concentrating initially on Neuroscience, Molecular Sciences, Mathematical Sciences, Environmental and Ecological Sciences and Physical Sciences, OIST is bringing some of the best brains in the world to Okinawa to transform the way science and education is done in the global academic world.

**Working Location:**
Onna-son, Okinawa, Japan

**Responsibilities:**

1. Perform health consultation and first aid for OIST members and families
2. Plan, conduct and follow-up health/stress checkup for OIST members
3. Assist doctors in OIST Clinic for health consultation/examination/treatment (includes blood drawing, IV, assist examinations, cleaning of medical equipment)
4. Plan and conduct health/wellness programs and other health related activities for OIST community
5. Build network and cooperate with local medical facilities and villages/towns/cities
6. Provide support for OIST members when they go to medical facilities outside of campus
7. Provide nursing care for emergent cases (includes on-call shift)
8. Perform duties of health supervisor of the campus (if you have a Public Health Nurse license)
9. Maintain inventory for medications, medical supplies and managing medical equipment, and clerical work (i.e. payment related)

**Qualifications:**

(Required)
1. Graduate of an accredited nursing program with a license as a registered nurse in Japan
2. 3 years or more experience in clinical/hospital settings
3. Bilingual in Japanese and English
4. Computer skill (Microsoft Word, Excel, Power Point)
5. Able to communicate with staff members and work in consultation with the supervisor and other personnel
6. Able to maintain confidentiality of individuals for the protection of privacy, and comply with all OIST regulations

(Preferred)
1. Japanese License of Public Health Nurse
2. Overseas experience in nursing or public health nursing in clinical settings
3. CPR/AED trained
4. Work experience in health center in a school or company

Term:
Full-time, fixed term appointment for 2 years. Contract initially with 3 month probationary period (inclusive). This contract may be renewed.

Working hours:
Flextime (core time 10:00-15:00) 7.5hrs per day, (Multiplied by prescribed working days per month)

Compensation:
In accordance with the OIST Employee Compensation Regulations
Annual salary: 2.4 million yen ~ 5.0 million yen (Job class: Administrative staff I-II, A1~A2)

Benefits:
- Relocation, housing and commuting allowances
- Annual paid leave and summer holidays
- Health insurance (Private School Mutual Aid http://www.shigakukyosai.jp/ ), welfare pension insurance (kousei-nenkin), worker’s accident compensation insurance (roudousha-saigai-hoshou-hoken)

Submission Documents:
Curriculum vitae in both English and Japanese
* Please be sure to indicate where you first saw the job advertisement.
Starting Date:
As early as possible

Application Due Date:
Applications deadline will continue until the position is filled.

Application Address:
Please submit all required application materials by email to:
recruiting#oist.jp
(Please replace # with @ before using this email address)

Or send documents via post mail to:
Recruiting Team, HR Management Section
Okinawa Institute of Science and Technology Graduate University
1919-1, Onna, Onna-son, Okinawa 904-0495, Japan

* OIST Graduate University is an equal opportunity, affirmative action educator and employer and is committed to increasing the diversity of its faculty, students and staff. The University strongly encourages women and minority candidates to apply.

* Information provided by applicants or references will be kept confidential, documents will not be returned. All applicants will be notified regarding the status of their applications.

* Please view our policy for rules on external professional activities (https://groups.oist.jp/acd/information-disclosure/).

* Further details about the University can be viewed on our website (www.oist.jp).