WPI Research Center
Keio University

Bio2Q Human Biology Microbiome Quantum Research Center

wpi

June 5, 2025

Open Call: Lab Manager – Bio2Q Open Lab

Keio University WPI Human Biology-Microbiome-Quantum Research Center (Bio2Q)

1 About Bio2Q

The World Premier International Research Center Initiative (WPI) program promotes the establishment of research centers that attract world-class researchers, implement changes in the existing academic system, and forge new academic fields.

Bio2Q addresses the question of how human homeostasis is regulated by the epithelial, immune, neural, and metabolic systems, with an emphasis on microbiome analysis. The center will thereby establish a new form of life science aimed at understanding human multiorgan homeodynamics at resolutions higher than those achieved so far. Bio2Q will implement quantum computing together with artificial intelligence (AI) to analyze multiomics data and elucidate the multiorgan interaction pathways underlying human disease. Furthermore, we aim to also establish a reverse-translation workflow to decipher the causal relationships within the newly uncovered pathways.

Bio2Q Website
https://www.bio2q.keio.ac.jp

Bio2Q Outline
https://www.jsps.go.jp/file/storage/e-toplevel/04_project_plans/0-17Bio2Q_e.pdf

Bio2Q Concept
https://www.jsps.go.jp/file/storage/e-toplevel/04_project_plans/Research Center Project (FY2024 rev)_Bio2Q_e.pdf

In line with the WPI missions of globalization and diversity, when applicants are judged to be equally qualified based on fair and impartial criteria, international and female applicants will be given preference. The official language of the center is English.

2 Position Summary

The Bio2Q Open Lab invites applications for a proactive, highly organized, and safety-conscious Lab Manager. This individual will play a critical role in the day-to-day functioning of a multi-user research space, ensuring smooth lab operations, safety compliance, inventory management, and effective induction of new members. The ideal candidate is a skilled communicator, well-versed in lab best practices, and experienced in managing shared scientific workspaces.

3 Key Responsibilities (Summary)

- **Induction & Orientation:** Organize onboarding for new lab members, including tours, safety training, SOPs, access registration, and communication integration.
- **Lab Safety:** Serve as Safety Officer; maintain emergency protocols, safety kits, and training records; enforce safety compliance and conduct annual refreshers.
- **Lab Operations:** Oversee lab organization, inventory, waste management, and shared equipment usage; manage space assignments and cold storage maintenance; routine maintenance of general lab equipment (autoclave, MilliQ water, anaerobic chamber) with

record log.
- **Cell Culture Oversight:** Maintain incubators, CO_2 and LN_2 levels, contamination checks, and training for safe operation of the cell culture facility.
- **Inventory & Ordering:** Manage reagent and chemical inventories, liaise with vendors, place and track orders, and ensure timely delivery and storage.
- **Communication & Compliance:** Act as a liaison between users, core facilities, and admin; communicate updates, enforce SOPs, and support documentation needs (e.g., MTAs, protocols).
- **Support & Training:** Provide guidance on lab procedures and small equipment use; organize training and respond to operational questions from lab members.

4 Number of Openings
One

5 Required Qualifications
- Bachelor's degree (or higher) in life sciences or related discipline
- Proven experience managing a research laboratory or shared-use scientific facility
- Strong understanding of lab safety and emergency procedures
- Familiarity with chemical/reagent handling and inventory systems
- Excellent interpersonal, communication, and organizational skills
- Ability to manage multiple tasks and work collaboratively with researchers and administration
- Native/Bilingual proficiency in Japanese, Working proficiency in English
- Applicants must be able to start work from October 1, 2025.
  *Dates negotiable

Preferred Qualifications:
- Formal training in lab safety or emergency response (e.g., chemical spill, first aid)
- Familiarity with regulatory compliance (e.g., MTA, animal ethics, biosafety)

6 Working Conditions
- Core onsite hours: 8:30 AM – 5:30 PM, Monday to Friday (availability required for accepting deliveries, lab maintenance and vendor interactions)
- Occasional work outside core hours for emergencies, equipment repair, or training coordination

7 Location
The successful applicant will work at the host laboratory within the Bio2Q research center located at 35 Shinanomachi, Shinjuku-ku, Tokyo 160-8582, Japan.

8 Duration of Contract
1. The contract is a one-year employment contract and is subject to review each fiscal year. The contract is eligible for renewal based on performance and mutual agreement between employer and employee. If this contract is renewed, the maximum period of employment shall not exceed March 31, 2032, and this contract shall not be renewed after April 1, 2032.
2. The renewable term is subject to change depending on the continuation of the WPI program, Bio2Q's management situation, budget situation, and other factors. In principle, the contract will not be renewed beyond the age of 65.

9 Compensation & Benefits
- The annual salary will correspond to years of experience, ability, and performance.
  Model annual salary: 5,000,000 – 7,000,000 JPY
- Work hours: 40 weekly work hours

- Days off include Sundays, national holidays, year-end/New Year holidays, and Keio University holidays (January 10, etc.). Working on Sundays and holidays may sometimes be required.
- Social insurance and transportation allowance are also provided.
- Overtime allowance, bonuses, and retirement allowance are not provided.
- A relocation allowance is not provided.
- Visa support
- Accommodation finding support
  Applicants will be responsible for their own accommodation. Bio2Q can provide information on accommodation and referrals to an intermediary.
  *Keio University promotes gender equality.

10 Application Deadline

July 31, 2025

(Selection process will be conducted on first-come-first-served basis and it will be closed once we find an appropriate candidate.)

Notes:

1. Documents submitted will not be returned.
2. Applicants will be notified of the screening results by e-mail.

11 Application Procedures

1. Please submit the following documents via the Keio Web Entry System:
   https://entry.jinji.keio.ac.jp//index.php?id=bio2q-lm
   Applications are only accepted through this system. All applications must be submitted in English.
   *When entering the "Full name (furigana)" field, if you do not know the furigana of your name, please copy and paste the following text into both the First name and Family name input fields.
   フリガナ
2. Required application documents. *All applications must be submitted in English.
   (1) Cover letter detailing relevant experience and motivation for applying
   (2) CV
   (3) Contact details for two professional references
3. Please answer the questions at the following URL:
   https://forms.gle/ULrtEjX8MzMxiuiC6

12 Selection Process

Applicants who pass the initial application-based screening will be interviewed in English. For those unable to come in person, interviews may be conducted online. Applicants will be responsible for travel and accommodation expenses incurred during the interview selection process.

13 Handling of Personal Information

Documents submitted will be strictly controlled and used only for the purpose of employment screening. Personal information will not be disclosed, transferred, or loaned to any third party without justifiable reason.

14 Equal Opportunity in Hiring

We encourage applications from individuals of all backgrounds, particularly those committed to fostering an inclusive and safe working environment.

15 Inquiries

Personnel and Public Relations Team, Office of Research Development and Sponsored Projects, WPI (Bio2Q), Shinanomachi Campus, Keio University
bio2q_recruiting@info.keio.ac.jp