

# Introduction of admin work

*with many thanks to Assistant-members*

Rie Nakamura

Technical Staff, Center for Environmental Remote Sensing, Chiba University

Lab. Kick Off Meeting (April 2, 2025)



CHIBA  
UNIVERSITY



# Outline



- 1. Who are the admin members?
- 2. Who is in charge of each job ?
- 3. Two job flow examples
- 4. Our trying in FY2025 and Message to Lab's members
- New request:  
Confirmation of your photos and videos posted on our website.

# 1. Admin members (URA, Technical Staff)



## Kotsuki-G



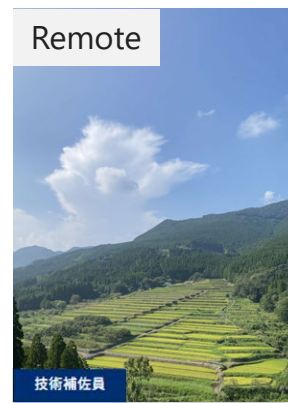
大橋 正尚  
Masanao Ohashi

Masanao Ohashi



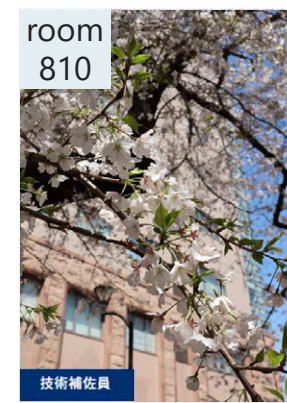
宮本 千早  
Chihaya Miyamoto

Chihaya Miyamoto



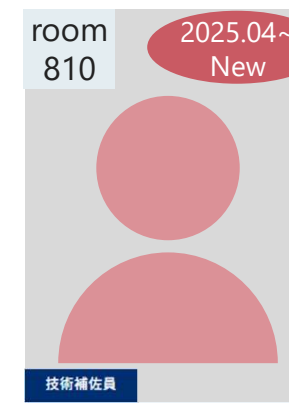
中村 理絵  
Rie Nakamura

Rie Nakamura



曾我 安美  
Ami Soga

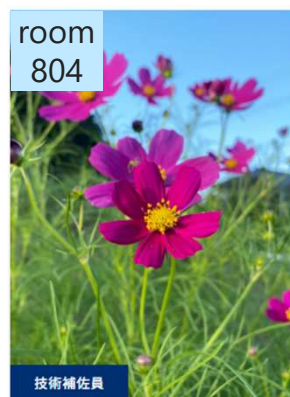
Ami Soga



立石 綾

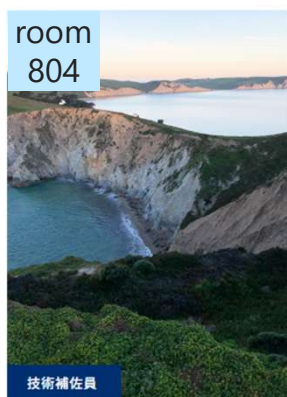
Aya Tateishi

## Okazaki-G



一宮 智子  
Tomoko Ichimiya

Tomoko Ichimiya



鈴木 巴  
Tomoe Suzumura

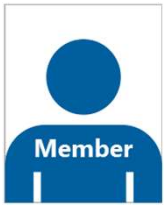
Tomoe Suzumura

## 2. Job description

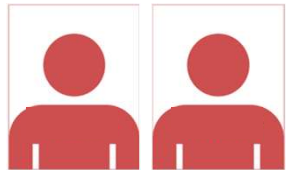


Job description		Person in charge	
		Kotsuki-G	Okazaki-G
予算管理 Budget	Purchase goods	Miyamoto	Ichimiya
	Business trip		
総務管理 General affairs	Attendance		
	Equipment	Miyamoto, Ohashi	
アカウント管理 Account	Slack, wiki, onedrive, Google calendar	Miyamoto	
	Servers	Ohashi	
ICT管理 Information and Communication Technology	Server / PC / Security	Ohashi	Okazaki/Ichimiya
	Application for VPN		Okazaki
広報 Public relations	Website		
	Logo / Design		
研究成果まとめ Research achievements	Collect achievements, report (Paper, Presentation)	Nakamura (Tateishi)	Suzumura
MS8の小槻PJ Kotsuki Project of Moonshot Goal 8		Ohashi	

### 3. Example1 of Job Flow: Business Trip



**How many times in total in FY2024?: about 75 times**



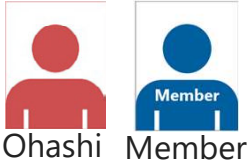
Miyamoto Ichimiya



Admin of Chiba U.

## Job Flow

### 3. Example2 of Job Flow: Purchasing a server (e.g. 1~5 million yen)

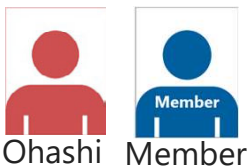


**How many times in total in FY2024?: about 7 times**

## Job Flow



Admin of Chiba U.



## 4. Our trying in FY2025 & Message to Lab's members

### FY2020~FY2024 [keywords]

- 仕事の見える化 share each other's work
- 7つの習慣（重要事項の優先） The 7 Habits of Highly Effective People (Habit 3 Put First Things First)
- 心理的安全性 psychological safety
- closed question
- 仕組みづくり make rules and post on lab's wiki
- 横の繋がり lateral connections, resilient

### In progress: FY2023~Now

2週間に1回、補佐員MTG  
Assistant MTG is held once every two weeks.

- 困っていること
  - 落とし穴になりそうなこと
- problems and things to keep in mind



### Trying in FY2025

- Sharing information
- Wiki update



## Message to Lab's members

- 書類提出など、日ごろのご協力をいただきありがとうございます。  
Thank you for your continued cooperation with submitting documents, etc.
- MSG1: Pls. check Lab's Wiki(esa) first. The wiki will be updated regularly.
- MSG2: Pls. check Slack and your university email daily.
- MSG3: Pls. meet a deadline for submitting documents.
- MSG4: Pls. save your research results(paper, presentation, etc.).

THANK  
YOU

**Thank you for your attention!**



# 参考

# 今までこんなことを意識してきました

## (2) 補佐員にお願いすること

- 研究員・学生が研究を進め、論文を書ける環境整備やサポート
- 教員・研究員が教育に割ける時間を最大化する
- 運営補佐: 大学用務、計算機整備、日々の庶務
- 外部資金の研究補佐: 契約や報告書等の事務作業、研究運営のサポート

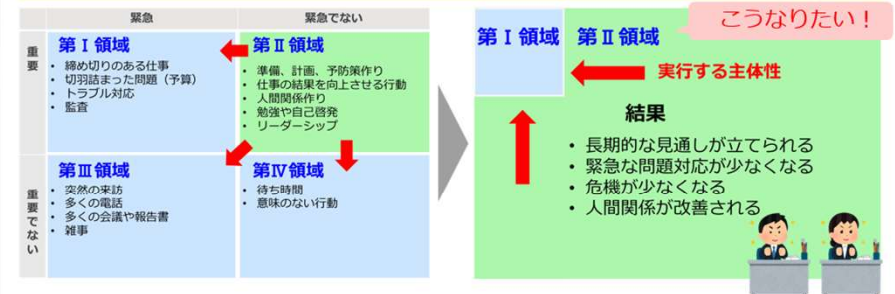
これらを実現するために、主に次の3つを意識して取り組んでいます (FY2022)。

1. ルールの必要性
2. 重要事項を優先する(「7つの習慣」より)
3. 心理的安全性

## Messages to Staffs

FY2023

### 7つの習慣より：第Ⅱ領域を意識しよう



### 仕事の見える化・情報共有

- なぜ必要なのか
  - 落とし穴を防ぐ
  - 人を頼ったら済むことも多い
- Admin スタッフMTGの開催
  - 2週間に1回の目安

### やらないことを決める

- 不要な仕組み・ルールだと思ったら、Adminスタッフで相談して、ぜひ意見を挙げてください

