

Introduction of admin work

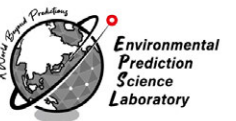
Aya Tateishi, Rie Nakamura
with many thanks to Assistant-members

Technical Staff, Center for Environmental Remote Sensing, Chiba University

Kotsuki Group Kick Off Meeting (April 2, 2026)



CHIBA
UNIVERSITY

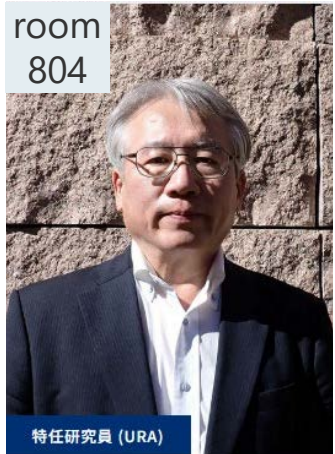


Outline

- 1. Who are the admin members?
- 2. Who is in charge of each job ?
- 3. Two job flow examples
- 4. Our trying in FY2026 and

Message to Lab's members

1. Admin members (URA, Technical Staff) of Kotsuki-G



大橋 正尚

Masanao Ohashi



宮本 千早

Chihaya Miyamoto



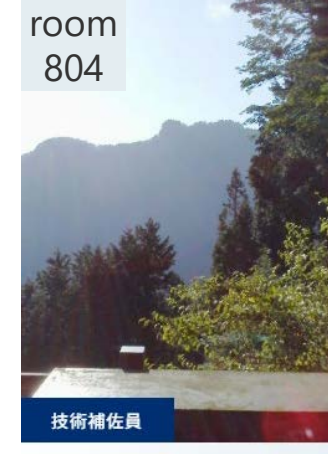
中村 理絵

Rie Nakamura



曾我 安美

Ami Soga



立石 彩

Aya Tateishi



村野 朗

Akira Murano

Masanao Ohashi

Chihaya Miyamoto


Rie Nakamura

Ami Soga

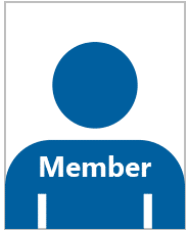
Aya Tateishi

Akira Murano

2. Job description

Job description		Person in charge
予算管理 Budget	Purchase goods	Miyamoto
	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
	Application for VPN	
広報 Public relations	Website	Soga (Nakamura)
	Logo / Design	
研究成果まとめ Research achievements	Collect achievements, report (Paper, Presentation)	Tateishi (Nakamura)
	MS目標8の小槻PJ Kotsuki Project of Moonshot Goal 8 (AMAGOI)	 Ohashi (Murano, Tsuyuki)

3. Example1 of Job Flow: Business Trip



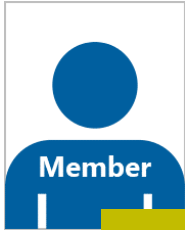
Miyamoto



Admin of Chiba U.

Job Flow

3. Example1 of Job Flow: Business Trip

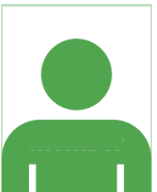


How many times in total in FY2025? : about 78 times



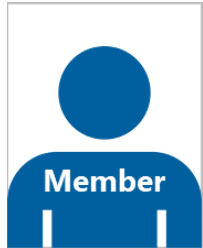
Miyamoto

Job Flow



Admin of Chiba U.

3. Example2 of Job Flow: Collecting Lab's achievement



1. Paper Pub.
2. Presentation
3. Thesis
4. Award
5. Media



成果収集

Collect
Lab's achievement



Tateishi

報告書への掲載 Publication in the report

- CEReS: Annual Reports
- Project
 - MS goal 8
 - 科研費 Grants-in-Aid for Scientific Research
 - JAXA etc.

研究室webサイトの更新 Lab's website update



Soga

- 研究成果を発信
share our research findings on lab's website

3. Example2 of Job Flow: Collecting Lab's achievement



Paper Publication / Presentation / Thesis (Including interim presentations)

- Basically, save files(word, PDF, PPT etc) to onedrive or External HDD/USB flash drive
- Pls. check Lab's Wiki(esa)

[New Points]

Paper Publication

- This applies not only to English-language papers but also to **Japanese-language papers.**
- Extension of the storage period: 5 yeas → **at least 10 years**

Lab's Wiki

4. Our trying in FY2026 & Message to Lab's members

FY2020~FY2025 [keywords]

- 仕事の見える化 share each other's work and Info.
- 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 FY2026

- 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

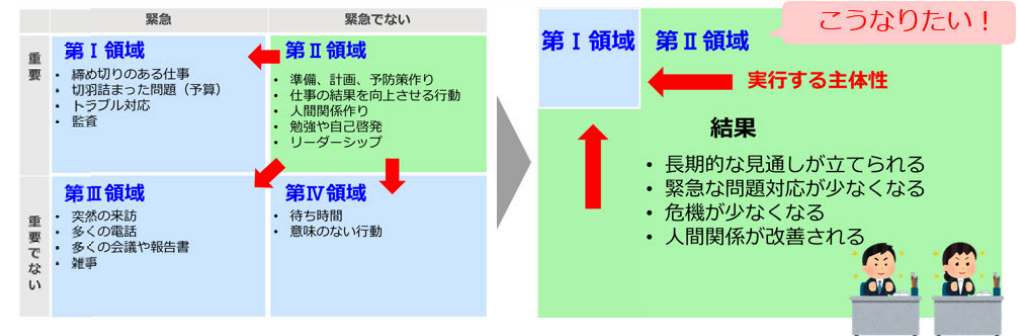
これらを実現するために、主に次の3つを意識して取り組んでいます (FY2022)。

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
- 