

BKC BBP Management Staff  
2018 Spring Term Application Guidelines

December 2017, Language Education Center (BKC)/ International Center at BKC

In April 2018, a new space for learning, Beyond Borders Plaza (hereafter BBP) will open at the Kinugasa, Biwako-Kusatsu and Osaka Ibaraki campuses for the purpose of language study and international interchange. At BBP, various forms of support and planning for the provision of foreign language study materials, the carrying out of consultations regarding study abroad, interchange events for Japanese and international students amongst others will be developed. We are recruiting student management staff that will support the users of this new facility as well as further enhance the internationalization on BKC.

**【Activity Details】**

1. Advertising and coordination of international exchange and other events held solely or jointly by BBP
2. Reception of BBP users, guidance regarding usage of the facility, surveying of the facility usage situation and processing of usage statistics
3. Updating of SNS etc. and management operations for the specially established BBP website
4. Other duties as instructed by the BBP steering committee

**【Activity Conditions】**

- Term of duty…(Mon) April 2, 2018 to (Wed) August 1, 2018  
\*We plan to carry out prior (paid) training sometime before the start of duties.
- Place of work…Activities will revolve mainly around BBP (BKC, Central Arc 2<sup>nd</sup> floor).
- Hours of work…In principle, shift work within the frame set between 10:00 to 18:00 from Monday to Friday during the term of classes.

**【Pay】**

- 909 yen per hour  
\*Transportation costs will not be paid.

**【Number of candidates sought】**

- Approximately 15 persons

**【Application conditions】**

- Persons who are interested in international interchange and the internationalization of the university, and can participate with enthusiasm in the activities at BBP.
- Students belonging to a college or graduate school on BKC who can do shift work on 2 days a week or more. Foreign nationals who are international regular students can also apply.

- **【Japanese students】** An ability to hold an everyday conversation in English is desirable.
- **【International students】** An ability to hold an everyday conversation in Japanese is desirable.
- \* International students must submit a copy of their “Residence Card/Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted” at the time they are hired.
- Ability to participate in the prior training (Planned to be held in March 2018)

#### **【Application Documents/Place for Submission】**

Documents (1) and (2) below should be written in Word or Excel and submitted by 17:00 on (Fri) January 19, 2018 to the indicated e-mail address ([bkc-bbp@st.ritsumei.ac.jp](mailto:bkc-bbp@st.ritsumei.ac.jp)). When sending the e-mail, be sure to write [BBP staff application] in the subject field.

Application forms can be downloaded from the Language Education Center website.

(1) BBP staff application form (Form A)

(2) Reason for applying (Free format: Write about what you have done until now, any special skills, and things that you would like to try, to fit onto one A4 page.)

#### **【Period for applications】**

From (Tue) January 9, 2018 to 17:00 on (Fri) January 19, 2018

#### **【Screening and Notification of Selection】**

- After screening from the documents provided, there may be an interview screening process. You will be notified separately about the screening interview day.

\* Screening Results Notification is expected to be sent to your campus e-mail address on (Mon) February 5, 2018

#### **【Recruitment Explanation Meeting】**

- A recruitment explanation meeting for BBP management staff will be held during the lunch break (12:15 onwards) on (Tue) January 9, 2018. The venue will be multi room in Across Wing 1<sup>st</sup> floor. Participation is not essential for application, but since we will explain the main points of BBP, you are encouraged to attend.

#### **【Inquiries】**

- Inquiries regarding applications should be directed to the e-mail address below. However, we cannot respond to inquiries regarding the content of screening or screening results.

Language Education Center, International Center at BKC Across Wing 1<sup>st</sup> Floor.

e-mail address: [bkc-bbp@st.ritsumei.ac.jp](mailto:bkc-bbp@st.ritsumei.ac.jp)