

Kinugasa BBP Project Team Members
2021 Spring Semester Application Guidelines

December, 2020 International Center at Kinugasa Campus, Language Education Center (Kinugasa)

At the Beyond Borders Plaza (BBP), which was started from the 2018 Spring Semester as a place where students from various backgrounds can meet and learn mutually, we are recruiting “Student Project Team Members” for this coming Spring Semester. We look forward to applicants who are eager and willing to plan and operate events and activities to meet students’ desire to improve and utilize their language skills, to meet diverse peoples, to study abroad and to challenge themselves in their student lives. This will be a great opportunity for those of you who are interested in working with regular students outside of your department, especially with other Japanese students on campus.

1. Missions

- (1) Spreading the word about the BBP among students and creating a more easy-to-enter, student-friendly space.
- (2) Operating events that encourage communication and leaning among students beyond their nationalities, languages and other various borders.
- (3) Operating events and activities to meet the needs of students whose interests are in a certain theme or activity, such as study abroad or the improvement of their language skills.

2. Activity conditions

- (1)Term of activity…(Thu) April 1, 2021 to (Wed) July 21, 2021
*planning and preparation to carry out events mainly during lunch time approximately 2 days a week.
- (2) Place of activity…Activities will be held mainly in and around the Kinugasa BBP.

3. Number of candidates sought

Approximately 15 persons

4. Application conditions

- (1)Persons who are interested in international exchange and the internationalization of the university, who can participate with enthusiasm in the activities of the BBP.
- (2)Students belonging to a college or graduate school on Kinugasa Campus or semester-based exchange students studying on Kinugasa Campus such as SKP students enrolled in the Spring semester 2021 as their second semester. All nationals are welcome.
- (3) **【Japanese language based students】** The ability to hold an everyday conversation in English is desirable.
- (4) **【English language based students】** The ability to hold an everyday conversation in Japanese is desirable.
- (5)Must be able to participate in the start-up training (Planned to be held all day on the end of March, 2021) . If you are selected as a member of BBP Management Staff, you are also required to attend the start-up training (Planned to be held all day on the end of March, 2021). We will announce the date for the start-up training after the selection.

5. Application Documents/Place for Submission

Documents (1) and (2) below should be written in Word or Excel and submitted to the indicated e-mail address (kic-bbp@st.ritsumei.ac.jp). When sending the e-mail, be sure to write [BBP project team application] in the subject field.

Application forms can be downloaded from the BBP website.

(1) BBP Project Team Application Form (Form A)

(2) Reason for applying (Free format to fit onto one A4 page)

*Write your reason for applying that covers what you have done until now and things that you would like to do at BBP. Mention about any special skills, and things that you would like to improve, if you have any. For those who have worked as BBP staff, write about what you have learnt and realized thorough the activities at the BBP, reviewing your own experience as a BBP staff and write about what you would like to do in the next semester.

6. Period for applications

From (Fri) December 11, 2020 to 17:00 on (Wed) December 16, 2020

7. Screening and Notification of Selection

A screening will be based on the application documents. An online interview screening will be held after a screening of submitted documents. Those selected for an online interview will be notified separately about the interview date by manaba+R on (Fri) January 8, 2021.

The Screening Results Notification is expected to be released on manaba+R on (Wed) January 20, 2021.

* Screening interviews will occur from (Tue) January 12, 2021 to (Mon) January 18, 2021.

8. Recruitment Informational Meeting

Date: (Wed) December 9 and (Thu) December 10, 2020 Lunch time

The meeting is to be held by Zoom. For the Zoom URL, please refer to an announcement on manaba+R.

*Participation is not essential for application but if interested, you are encouraged to attend.

9. Notes

We are also scheduled to recruit “BBP Management Staff” (a fixed shift / paid work) at the end of January. BBP Management Staff stay work in the BBP for a fixed period of time, and as such there is great opportunity to pick up the opinions of BBP users and find out their needs. You are encouraged to apply for the position if you are selected as a member of BBP Project Team. Please note, however, that semester-based exchange students are not eligible to apply.

The details of the BBP Management Staff application will be announced via the “Kinugasa BBP Management Staff 2021 Spring Semester Application Guidelines.”

*BBP Management Staff duties: Reception of BBP users, guidance regarding usage of the facility, surveying of facility usage and processing of usage statistics. Updating of SNS etc. and management operations for the specially established BBP website.

*Working hours of BBP Management Staff: Between 2nd and 5th periods (including Lunch period) from Monday to Friday. <fixed schedule>

If you are interested in applying for a position as a BBP Management Staff, please select “Yes” in the section of the BBP Project Team Application request confirmation of the application (Form A).

Notes: Shift work in the Spring semester 2021 may not occur in order to prevent the spread of COVID-19. Details will be announced as soon as they are determined.

10. Inquiries

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

International Center, Meigakukan 1st fl; Language Education Center, Shogakukan 1st fl

E-mail Address: kic-bbp@st.ritsumei.ac.jp