

Kinugasa BBP Management Staff  
2021 Spring Semester Application Guidelines

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

At the Beyond Borders Plaza (BBP), which was opened for the purpose of international exchange and language study, we are recruiting students who can actively participate as BBP Management Staff members during the 2021 Spring Semester. We look forward to the applicants who have a strong will to promote the internationalization of Kinugasa Campus through the activities of the BBP.

1. Activity details

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

2. Activity conditions

- (1) Term of duty... (Tue) April 6, 2021 to (Wed) July 21, 2021  
\*We plan to carry out prior (paid) training on the end of March, 2021.
- (2) Place of work... Activities will revolve mainly around Kinugasa BBP.
- (3) Hours of work... In principle, shift work within a timeframe set between 2<sup>nd</sup> to 5<sup>th</sup> period (10:40 to 17:50) from Monday to Friday during the term of classes.

3. Pay

964 yen per hour

\*As of December 2020. The hourly rate is subject to change.

\*Transportation costs will not be paid.

4. Number of candidates sought

Approximately 15 persons

5. Application conditions

- (1) Persons who are interested in international interchange 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 who can do shift work 2 days a week or more. Foreign nationals who are international regular students may also apply.
- (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.

\* 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.

- (5) Ability to participate in the start-up training (Planned to be held on the end of March, 2021)

## 6. 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.ritsumeai.ac.jp](mailto:kic-bbp@st.ritsumeai.ac.jp)). When sending the e-mail, be sure to write [BBP Management Staff application] in the subject field.

Application forms can be downloaded from the BBP website.

- (1) BBP Management Staff Application Form (Form A)

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

\*Write the reason for applying upon covering 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 are experienced as BBP staff, write about what you have learnt and realized thorough the activities at BBP reviewing your own experience as a BBP staff and write about what you would like to do in the next semester.

## 7. Period for applications

From (Thu) January 21, 2021 to 17:00 on (Fri) January 22, 2021

## 8. Screening and Notification of Selection

A screening will be based on the application documents. An online interview screening will be held to those who pass the document review stage on January 27 or 28, 2021. Those selected for an interview will be notified separately about the interview date by manaba+R on (Tue) January 26, 2021.

- \* Screening Result Notifications are expected to be released on manaba+R on (Wed) February 3, 2021.
- \* Selected BBP Project Team Members are prioritized to be recruited. There is a possibility that we may not accepting any more applications from other than BBP Project Team Members in a case where the number of candidates who are willing to be both BBP Project Team Members and BBP Management Staff, exceed the number to be recruited.

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.

## 9. 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.

International Center at Meigakukan 1<sup>st</sup> fl; Language Education Center, Shogakukan 1<sup>st</sup> fl  
e-mail address: [kic-bbp@st.ritsumeai.ac.jp](mailto:kic-bbp@st.ritsumeai.ac.jp)