

## **2021 Spring Semester Call for Applications: BKC BBP Project Team**

Dec 2020

BKC International Center, Language Education Center (BKC)

Students are currently being sought to join the BBP Project Team for the 2021 Spring Semester. The BBP Project Team is a volunteer student group which operates out of the Beyond Borders Plaza (BBP), a student commons where students from various backgrounds and countries come to meet and learn together.

We look forward to applicants who are eager and willing to plan and execute events and activities to meet the desire of the many Ritsumeikan University students who wish to use and improve their language skills, to meet diverse peoples, to learn more about and go on study abroad, and to challenge themselves in their student lives. This is a great opportunity for those of you who are interested in working with students outside of your department, especially with other Japanese students on campus.

### **1. Mission**

- (1) Spreading the word about the BBP among students and creating a more easy-to-enter, student-friendly space.
- (2) Conceiving and carrying out events which encourage communication and learning between students of different nationalities and languages.
- (3) Conceiving and carrying out events and activities which meet the needs of students whose interests are in a certain theme or activity, such as study abroad or improving their language skills.

### **2. Guidelines for Events/Activities to be Carried Out by the Project Team**

- (1) Duration for holding events... (Thu) Apr 1, 2021 to (Sat) Sep 25, 2021  
*Planning/preparation/execution of events, to be held for the most part during lunch time or otherwise generally outside of class hours, approx. once to twice a month.*
- (2) Location... Activities are to be held mainly in and around the BBP (BKC Central Arc, 2<sup>nd</sup> Fl)  
*\*In order to prevent the spread of the Novel Coronavirus, student entry to the campuses still may be restricted at the time of Spring Semester. We may ask students to use online communication tools such as ZOOM for BBP Activities. We appreciate your understanding in advance.*

### **3. Number of Candidates Sought**

Approximately 15 students

### **4. Application Criteria**

- (1) Persons who are interested in international exchange and the internationalization of the university, who can enthusiastically participate in BBP activities.
- (2) Regular students belonging to a college or graduate school at BKC who are in their second or later semester at Ritsumeikan as of the 2021 Spring Semester. All nationalities 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 BKC BBP Project Team start-up training if selected as a Project Team member (planned to be held on Mon, Mar 29<sup>th</sup>, 2021).

## 5. Application Documents/Where to Apply

### (1) Download the forms

Download the application form, fill it out and send it to [bkc-bbp@st.ritsumei.ac.jp](mailto:bkc-bbp@st.ritsumei.ac.jp) . When sending your email, be sure to write “**BBP Project Team Application**” in the subject field.

Application forms can be downloaded from the BBP website.

<http://www.ritsumei.ac.jp/bbp/staff/>



### (2) When filling out

Download the application form (Excel), and fill out BOTH sheets contained in the file.

- BKC 2021 Spring Form A
- BKC 2021 Spring Form B

\*For those applying to who wish to join both the “BBP Project Team” *and* become a “BBP Management Staff,” please state your motivations and reasons for applying for both. For those who have worked as BBP Management Staff or on the BBP Project Team before, write about what you have learned and realized thorough activities at the BBP, reviewing your own Management Staff/Project Team experience, and write about what you would like to do in the next semester. (For further details see the “9. About the Separate BBP Management Staff (Part-Time Work) Call for Applications”).

## 6. Application Period

From Mon, Dec 14, 2020 to 17:00 on Wed, Dec 16, 2021

## 7. Screening and Notification of Selection

The initial screening will be based on a document review.

For those who pass the initial screening, an interview screening will be held around lunch time on Tue, Jan 12 and Wed, Jan 13. Those selected for an interview will be separately contacted at their university email address and notified about their interview schedule on Fri, Jan 8, 2021.

\*Those not selected for an interview will not be contacted on July 17<sup>th</sup>. Please wait until the notification of results.

**Screening Results Announcement: Applicants notified individually via manaba+R on Fri Jan 15, 2021 (scheduled)**

## 8. Recruitment Information Sessions

Date: 12:20 – 12:50 on Thu, Dec 10 and Fri, Dec 11, 2020

Location: Online via Zoom (both dates)

-Thu, Dec 10<sup>th</sup> Info Session (Zoom)

<https://us02web.zoom.us/j/81601564065?pwd=c2xGTFY4VXJneHZuZHNxUThCeDNpUT09>

Password : 907050



- Fri, Dec 11<sup>th</sup> Info Session (Zoom)

<https://us02web.zoom.us/j/86352435742?pwd=anFWMGFzZkZnUENoMG5jNkg4N2lscz09>

Password : 932170



\*Attendance is encouraged but not required for those considering application.

## 9. About the Separate BBP Management Staff (Part-Time Work) Call for Applications

Under normal circumstances we would also be recruiting applicants for the paid, fixed shift BBP part-time staff position “BBP Management Staff”. Due to the Covid-19 situation, however, we were unable to recruit any staff for this position during the 2020 Spring and Fall semesters. Whether or not we are able to recruit any staff for this position for the 2021 Spring Semester will be decided based on the situation at the time during March 2021.

We will make a separate announcement if we deem it reasonable to recruit BBP Management Staff, however, students applying to join the BBP Project Staff who would be interested in also working as BBP Management Staff should indicate so in their application forms. There will be a place to check off if you are interested in both in the application documents.

[For Reference: About the BBP Management Staff]

\*Work duties of BBP Management Staff include: Reception of BBP facility users, guidance regarding usage of the facility, surveying of facility usage and processing of usage statistics, updating the BBP homepage and SNS etc.

\*Work hours of BBP Management Staff: 2<sup>nd</sup> to 5<sup>th</sup> period (including lunch period) from Monday to Friday. <fixed shifts> \*Undecided for the 2021 Spring Semester.

## 10. Inquiries

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

BKC International Center, BKC, Central Arc 2<sup>nd</sup> fl

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