

Kinugasa BBP Management Staff
2024 Spring Semester Application Guidelines

December, 2023 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 2024 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 activity...(Fri.) April 5, 2024 to (Fri.) July 19, 2024
*We plan to carry out prior (paid) training in the afternoon on (Thu.) April 4, 2024.
- (2) Place of work...Activities will revolve mainly around Kinugasa BBP.
- (3) Hours of work...In principle, shift work within a timeframe set between 2nd to 5th period (10:40 to 17:50) from Monday to Friday during the term of classes.

3. Pay

1,064 yen per hour

*As of December 2023. 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 which will be conducted as face to face (Planned to be held in the afternoon on Thursday, April 4, 2024).

6. Application Documents/Place for Submission

From those selected for the BBP Project Team, we will recruit BBP Management Staff. To apply, please check “Kinugasa BBP Project Team Application Guidelines” and “KIC BBP Student Staff Application Form”.

7. Period for applications

From (Tue.) December 12, 2023 to (Mon.) January 8, 2024

8. Screening and Notification of Selection

A screening will be based on the application documents. A face-to-face interview screening will be held after a screening of submitted documents from (Mon.) January 22, 2024 to (Thu.) January 25, 2024. Those selected for an interview will be notified about the interview date by manaba+R on (Wed.) January 17, 2024.

*The Screening Results Notification is expected to be released on manaba+R on (Fri.) February 2, 2024.

If the BBP Management Staff capacity was not filled, additional recruitment may be conducted. In case of additional recruitment, we will inform you again in the manaba+R.

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

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