

2024 Spring Semester Call for Applications: BKC BBP Project Team and Management Staff Members

December 2023

BKC International Center, Language Education Center (BKC)

Students are currently being sought to join the BBP Project Team for the 2024 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 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 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... (Fri) April 5th, 2023 to (Fri) July 19th, 2023
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 week.
- (2) Location... Activities are to be held mainly in and around the BBP (BKC Central Arc, 2nd Fl)

3. Number of Candidates Sought

Approximately 30 students for project team members, and 15 students for management team members

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 2023 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 March 21st (Thu) 2023). The details will be notified later on.

5. Application Documents/Where to Apply

(1) Application schedule

Contents	Schedule・URL
Application term	From December 18th (Mon) to 17:00 on January 8th (Mon) 2024
Information sessions	12:20-12:50 On December 19th (Tue) 2023 12:20-12:50 On December 20th (Wed) 2023 *the Zoom URL will be notified on Manaba. *Although it is not mandatory to attend the information session, we would like you to participate if you are interested.
Application form	http://www.ritsumei.ac.jp/bbp/staff/
Where to submit	bkc-bbp@st.ritsumei.ac.jp ※When submitting via e-mail, please use the title “BBP project team application” in the subject field.

(2) Download the forms

Download the application form, fill it out and send it to bkc-bbp@st.ritsumei.ac.jp.

(3) When filling out

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

- BKC 2024 Spring Application Form for New Staff
- BKC 2024 Spring Application Form for Continuing Staff

*New applicants should write about what you have done in the past and what you would like to do in the future at BBP, and then explain why you are applying for this position. If you have any strengths or abilities that you would like to develop in the future, please include those as well.

*For those applying to both the “BBP Project Team” and “BBP Management Staff,” please state your motivations and reasons for applying for both (Please refer “8. Recruitment of BBP management staff (part-time employment)” for further details).

<If you wish to serve concurrently on the BBP Management Staff

Please describe from the perspective of both BBP management staff and BBP project team.

Please confirm "8. Recruitment of BBP Management Staff (part-time employment)" before applying for the management staff position.

【Schedule after applying】

Contents	Date	Notification method	Subject
The date to be notified for your interview time	January 11th (Thu) 2024 For those who are not interviewed will not be contacted via e-mail. Please wait for the date when the selection results are announced.	University Email address	Those who passed the initial screening
Interview	January 15 th (Mon) to 19 th (Fri) 2024	—	Those who passed the initial screening
Announcement of selection results	February 2nd (Fri) 2024	manaba+R (Individually contacted)	Everyone who applies
Scheduled guidance carry-out date	March 21 st (Thu) 2024	University Email address	Those who pass the whole screenings

6. Application Period

From Mon, December 18th, 2023 - 23:59 on Mon, January 8th, 2024 (Japan Standard Time)

*Deadline strictly enforced. Applications and corrections submitted after the deadline will not be accepted under any circumstances.

7. Screening and Notification of Selection

The initial screening will be based on a document review. For only those who pass the initial screening, an interview screening will be held. Those selected for an interview will be separately contacted at their university email address.

8. Recruitment of BBP management staff (part-time employment)

(1) Activity contents

Management staff are student staff members who work in the BKC BBP and perform the following tasks for wages.

- ① Public relations (PR) and aggregation of events such as international exchange, sponsored or co-sponsored by BBP
- ② BBP user reception, facility usage guidance, facility usage status check and usage statistics processing
- ③ Updating and managing BBP special homepage, SNS, etc.
- ④ Facilitation of communication with BBP users
- ⑤ Other operations instructed by the BBP management Committee

(2) Activity conditions

- ① Working period: April 5th, 2024 (Friday) -July 19th, 2024 (Friday)

* Pre-training (paid) is scheduled to be held on 21st of March in 2024.

- ② Work location: Activities centered on BBP (BKC international Center, Central Arc 2nd fl).

- ③ Working hours: In principle, between the 2nd and 5th periods (10: 40-17: 00) from Monday to Friday during the semester, working in shifts.

(3) Payment

Hourly wage 1,064 yen (as of December 2023) * Transportation expenses will not be covered.

(4) About recruitment

We will recruit and select from those who apply for a project team.

If you are interested, please fill in the blank of the last column asking you to be a part of the management staff members in the project team application form.

9. 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, Central Arc 2nd fl

E-mail: bkc-bbp@st.ritsumei.ac.jp