

Kinugasa BBP Project Team Members  
2023 Spring Semester Application Guidelines

December, 2022 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 6, 2023 to (Fri.) July 21, 2023  
\*planning and preparation to carry out events approximately 2 days a week.
- (2) Place of activity...Activities will be held mainly in and around the Kinugasa BBP and online (Zoom).

3. Number of candidates sought

Approximately 25 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 2023 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 scheduled to be held all day on Tuesday, April 4, 2023). If you are selected as a member of BBP Management Staff, you are also required to attend the start-up training (Scheduled to be held in the afternoon on Wednesday, April 5, 2023). Both training will be conducted as face to face.

## 5. Application Documents/Place for Submission

“KIC BBP Student Staff Application Form” should be 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 student staff application] in the subject field.

Application forms can be downloaded from the BBP website.

<First-time applicants> 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.

<Continuing applicants from Fall 2022> 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 (Tue.) December 13, 2022 to (Mon.) January 9, 2023

## 7. 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 23, 2023 to (Fri.) January 27, 2023. Those selected for an interview will be notified about the interview date by manaba+R on (Wed.) January 18, 2023.

\*The Screening Results Notification is expected to be released on manaba+R on (Fri) February 3, 2023.

## 8. Recruitment Informational Meeting

Date and Time: Lunch time (12:20-12:50), Wednesday, December 14 and Monday, December 19, 2022

The meeting will be conducted as hybrid (face-to-face at Kinugasa BBP and via 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

From those selected for the BBP Project Team, we will recruit “BBP Management Staff” (a fixed shift / paid work). 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. Please note, however, that semester-based exchange students are not eligible to apply.

The details of the BBP Management Staff application can be checked in the “Kinugasa BBP Management Staff 2023 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 2<sup>nd</sup> and 5<sup>th</sup> periods (including Lunch period) from Monday to Friday. <fixed schedule>

If you also apply for a position as a BBP Management Staff, please select “Yes” in the Management Staff Application Confirmation box on the “KIC BBP Student Staff Application Form”.

<Notes> Shift work in the spring semester 2023 may not occur in order to prevent the spread of COVID-19. The announcement will be made from the university if shift work does not occur due to the infection status.

#### 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 1<sup>st</sup> fl; Language Education Center, Shogakukan 1<sup>st</sup> fl

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