

Kinugasa BBP Management Staff  
2024 Fall Semester Application Guidelines

June 2024 International Center at Kinugasa campus, Language Education Center (Kinugasa)

At the Beyond Borders Plaza (BBP), which was opened for international exchange and language study, we are recruiting students who can actively participate as BBP Management Staff members during the 2024 Fall 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...Thu. September 26 2024, to Mon. January 20, 2025  
\*We plan to carry out prior (paid) training in the afternoon on Fri. September 20, 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 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

- 1,064 yen per hour  
\*As of June 2024. 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 interested in international interchange and the university's internationalization, 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) Able to participate in the start-up training held in the afternoon of Fri. September 20, 2024. (face to face).

#### 6. Application

BBP management staff will be hired from among the students selected for the BBP Project Team. Before applying, please review the "Kinugasa BBP Project Team Members 2024 Fall Semester Application Guidelines".

#### 7. Period for applications

Tue. June 18 to Sun. July 7, 2024

#### 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 Tue. July 23 to Fri. July 26, 2024. Those selected for an interview will be notified about the interview date by manaba+R on Wed. July 17, 2024.

\*The Screening Results Notification will be released on manaba+R on Thu. August 1, 2024.

Additional recruitment may be conducted if the BBP Management Staff capacity is not filled. 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 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)