

BBP Project Team members (Kinugasa, BKC)

2025 Spring Semester Application Guidelines

December 2024 International Center, Language Education Center (Kinugasa, BKC)

At the Beyond Borders Plaza (BBP), founded in 2018 as a place where students from various backgrounds meet and learn mutually, we are recruiting “Student Project Team members” for the coming Spring Semester. We look forward to applicants, eager and willing to plan and operate events/activities to meet students’ desire to improve and utilize their language skills, meet diverse people, study abroad, and challenge themselves in their student lives. This will be a great opportunity for those interested in working with regular students outside 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 learning among students beyond their nationalities, languages, and other various borders.
- (3) Operating events/activities to meet the student’s needs whose interests are in a certain theme or activity, such as studying abroad or improving language skills.

2. Activity conditions

- (1) Term of activity: Monday, April 7, 2025 to Tuesday, July 15, 2025
*planning and preparation to carry out events approximately 2 days a week.
- (2) Place of activity: Held mainly in and around the BBP on the respective campus and online (via Zoom).

3. Number of candidates sought

Approximately 35 persons per campus

4. Application conditions

- (1) Persons interested in international exchange and the university's internationalization, who can participate with enthusiasm in the activities of the BBP.
- (2) Students from colleges or graduate schools on the respective campus, or semester-based exchange students (such as SKP students) enrolled in the Spring semester 2025 as their second semester, are eligible to apply. 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 session. (Refer to the schedules below.)

5. Screening and Notification of Selection

The screening process will be based on the application documents. Applicants who pass the initial screening will be invited to a face-to-face interview. The interview schedule and screening results will be announced on manaba+R. (Refer to the schedules below.)

6. Recruitment Informational Meeting

The meeting will be conducted in hybrid (face-to-face at the BBP and via Zoom).

For the Zoom link, please refer to an announcement on manaba+R. Participation is not essential for application but attendance is encouraged for those interested. (Refer to the schedules below.)

7. Notes

We are recruiting and selecting “BBP Management Staff” (a fixed shift/paid work) from among the BBP Project Team members. BBP Management Staff work in the BBP for a fixed period of time, providing a great opportunity to gather feedback from BBP users and understand their needs. We encourage applications for this position. Please note that semester-based exchange students are not eligible to apply.

Details of the BBP Management Staff application can be found in the “BBP Management Staff (Kinugasa, BKC) 2025 Spring Semester Application Guidelines.”

*Duties of BBP Management Staff:

Reception of BBP users, usage guide of the facility, usage surveys and statistics, updating SNS, and operating the BBP website.

*Working hours of BBP Management Staff:

Between 2nd and 5th periods (including Lunchtime) from Monday to Friday. <fixed schedule>

If interested in applying for the BBP Management Staff position, please select “Yes” in the section of the BBP Student Staff Application Form that asks about applying for the Management Staff position.

For Students in Kiugasa Campus

■ Schedules:

A) Period of applications (Kinugasa)

From Tuesday, December 17, 2024 to Monday, January 13, 2025

B) Recruitment Informational Meeting (Kinugasa)

Lunchtime (12:20-12:50), on Thursday, December 19 and Tuesday, January 7

C) Screening and Notification of Selection (Kinugasa)

Released on manaba+R

- Document screening results: Wednesday, January 22, 2025
- Interview schedule: From Monday, January 27 to Friday, January 31, 2025
- Selection results: Friday, February 7, 2025

D) Start-up Training Sessions and Exchange Meeting (Kinugasa) - **Mandatory**

- Project Team Training Session:

All day, Monday, March 31, 2025, at Kinugasa Campus

- Exchange Meeting for BBP Student Staff from all campuses:

15:00-17:00, Tuesday, April 1, 2025, at OIC

- Management Staff Training Session:

10:00-13:00 (tentative), Thursday, April 3, 2025, at Kinugasa Campus

Note: If selected as a BBP Management Staff member, attendance at the start-up training is also required.

■ Application (Kinugasa)

- New applicants: Please apply using the form or QR code below.

<https://forms.office.com/r/CrC9qP16tn>

- Continued applicants: Please apply using the form announced individually on manaba+R.

(Continued applicants are those who were BBP members during the 2024 Fall semester.)



■ Inquiries (Kinugasa)

Inquiries regarding applications should be directed to the e-mail address below. Please note that we cannot respond to inquiries regarding the content of the screening or the screening results. International Center, Meigakukan 1st fl; Language Education Center, Shogakukan 1st fl
E-mail Address: kic-bbp@st.ritsumei.ac.jp

For Students in BKC

■ Schedules:

A) Period of applications (BKC)

From Tuesday, December 17, 2024 to Sunday, January 5, 2025

B) Recruitment Informational Meeting (BKC)

Lunchtime (12:20-12:50), on Tuesday, December 17 and Wednesday, December 18

C) Screening and Notification of Selection (BKC)

Released on manaba+R

- Document screening results: Wednesday, January 15, 2025
- Interview schedule: From Tuesday, January 21 to Friday, January 24, 2025
- Selection results: Thursday, January 30, 2025

D) Start-up Training Sessions and Exchange Meeting (BKC) - **Mandatory**

- Project Team Training Session: **Thursday, March 27, 2025, at BKC**
- Exchange Meeting for BBP Student Staff from all campuses:
15:00-17:00, Tuesday, April 1, 2025, at OIC
- Management Staff Training Session: **Afternoon, Thursday, March 27, 2025, at BKC**

Note: If selected as a BBP Management Staff member, attendance at the start-up training is also required.

■ Application (BKC)

- New applicants: Please apply using the form or QR code below.
<https://forms.office.com/r/wytpgtg6xvN>
- Continued applicants: Please apply using the form announced individually on manaba+R.
(Continued applicants are those who were BBP members during the 2024 Fall semester.)



■ Inquiries (BKC)

Inquiries regarding applications should be directed to the e-mail address below. Please note that we cannot respond to inquiries regarding the content of the screening or the screening results.

International Center, Language Education Center, 2nd Floor, Central Arc

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