

BBP Management Staff (Kinugasa, BKC)  
2025 Spring Semester Application Guidelines  
December 2024 International Center, Language Education Center (Kinugasa, BKC)

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 2025 Spring Semester. We look forward to the applicants who have a strong will to promote the internationalization of 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...Monday, April 7, 2025, to Tuesday, July 15, 2025  
\*We plan to carry out prior (paid) training. (Refer to the schedules below.)
- (2) Place of work...Activities will revolve mainly around the BBP on the respective campus.
- (3) Hours of work...(Kinugasa) In principle, shift work within a timeframe set between 2<sup>nd</sup> to 5<sup>th</sup> period (10:45 to 18:15) from Monday to Friday during the term of classes.  
(BKC) In principle, shift work within a timeframe set between 2<sup>nd</sup> to 5<sup>th</sup> period (10:45 to 17:00) from Monday to Friday during the term of classes.

3. Pay

1,114 yen per hour

\*As of December 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 from colleges or graduate schools on the respective campus who can work shifts two or more days a week are eligible to apply. Foreign nationals who are international regular students may also apply. (Semester-based international students are not eligible.)

(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 session. (Refer to the schedule below.)

## 6. Application

BBP Management Staff will be hired from among the students selected for the BBP Project Team.

Please review the "BBP Project Team members (Kinugasa, BKC) 2025 Spring Semester Application Guidelines" and submit an application.

## 7. 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.)

Additional recruitment may be conducted if the BBP Management Staff capacity is not filled. In the case of additional recruitment, an announcement will be made on manaba+R.

## For Students in Kiugasa Campus

### ■ Schedules

#### A) Period for applications (Kinugasa)

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

#### B) 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

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

- Management Staff Training Session:  
**10:00-13:00 (tentative), Thursday, April 3, 2025, at Kinugasa Campus**
- 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**

### ■ 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 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)

## For Students in BKC

### ■ Schedules

#### A) Period of applications (BKC)

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

#### B) 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

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

- Management Staff Training Session: **Afternoon, Thursday, March 27, 2025, at BKC**
- 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**

### ■ 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, 2<sup>nd</sup> Floor, Central Arc

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