

# Fall Semester 2025 BBP Management Staff

## Application Guidelines

June 2025 International Center/Language Education Center

The Global Commons "Beyond Borders Plaza" (BBP), a space dedicated to international exchange and language learning, is seeking students to serve as BBP Management Staff for the Fall Semester 2025. We welcome applications from those who are strongly motivated to contribute to the further globalization of our campus through activities at BBP.

### 1. Responsibilities

- (1) Publicizing and coordinating international exchange events hosted or co-hosted by BBP.
- (2) Welcoming users, guiding facility use, conducting surveys, and processing data.
- (3) Updating and managing BBP's social media accounts.
- (4) Promoting communication among BBP users.
- (5) Other tasks as directed by the BBP Management Office.

### 2. Work Condition

- (1) Employment Period...September 26, 2025 (Fri) – January 13, 2026 (Tue)  
※Training sessions (paid) will be held prior to the start of activities.
- (2) Work Location: Mainly at BBP on your campus.
- (3) Working Hours: Shift work during weekdays in the scheduled time slots below.

KIC	BKC	OIC
10:45~18:15	10:45~17:00	12:20~17:10

### 3. Compensation

Hourly wage: 1,114 JPY

※The amount is based on December 2024 rates and may vary slightly.

※Transportation expenses are not provided.

### 4. Number of Positions

KIC	BKC	OIC
About 15 members	About 15 members	About 15 members

### 5. Eligibility

- (1) Students who are interested in international exchange and the internationalization of the university and who can participate enthusiastically in BBP activities.
- (2) Regular students enrolled in undergraduate or graduate schools on their campuses, with an active enrollment status during the activity period, who can work at least two shifts per week. Nationality does not matter. (Short-term students are not eligible to apply for BBP Management Staff.)
- (3)【For Japanese-medium students】English skills for daily conversation are preferred.
- (4)【For English-medium students】Japanese skills for daily conversation are preferred.  
※International students must submit a copy of their Residence Card (showing Permission to Engage in Activity Outside Status of Residence) upon hiring.
- (5) Be able to participate in training session.

Training sessions

KIC	BKC	OIC
September 18 (Thu)	September 24 (Wed) PM	Mid-September ※Further details will be provided later.

### 6. Application Procedures and Schedule

#### (1) Application Documents

##### ●KIC・BKC

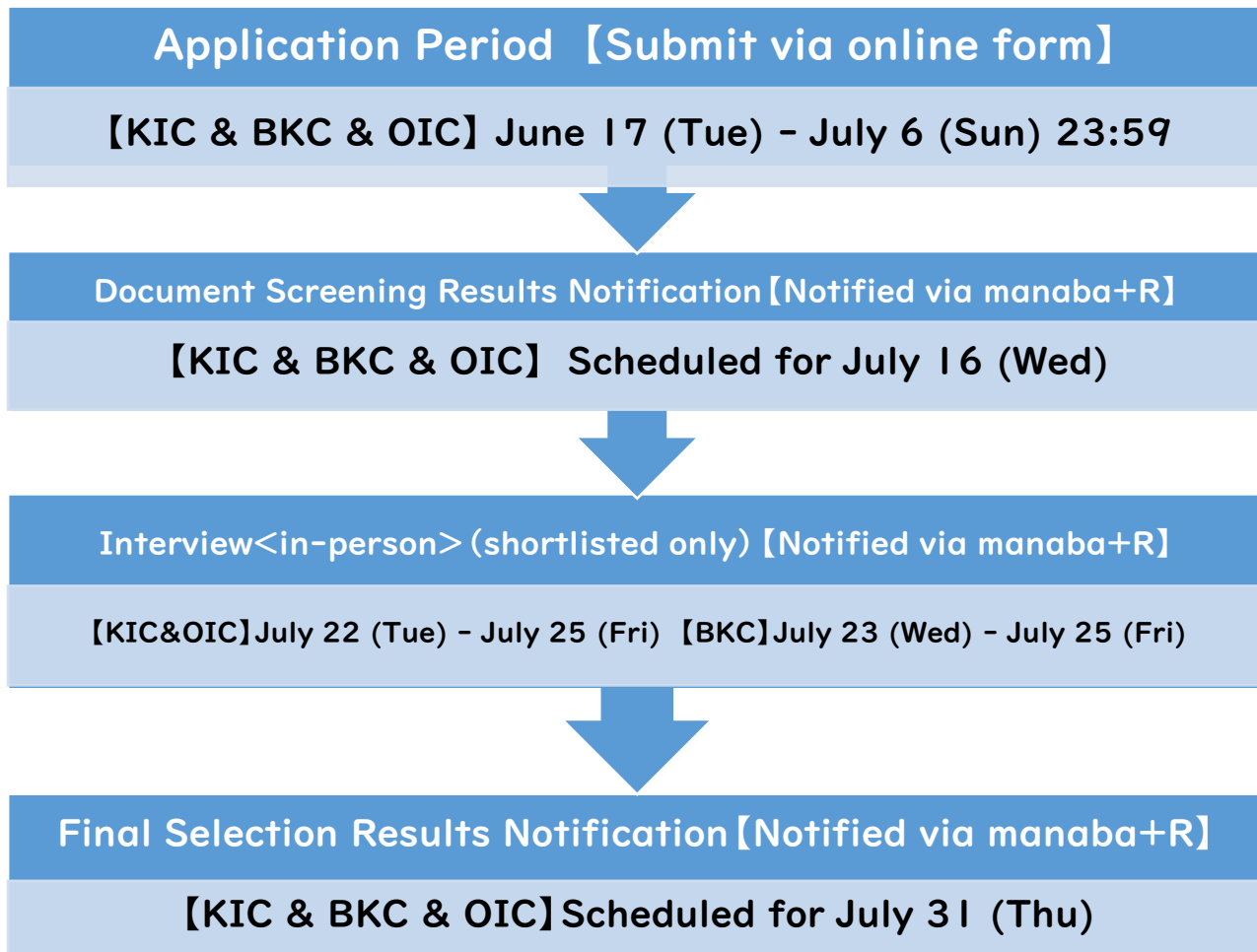
BBP Management Staff will be selected from students already chosen for the BBP Project Team. Please refer to the "BBP Project Team Member Application Guidelines" and the "BBP Staff Application Form" when applying.

##### ●OIC **Application forms vary by applicant type. Please check and apply.**

Applicant Type	Application Form
New Applicants	<a href="https://forms.office.com/r/GX4j2fqm3P">https://forms.office.com/r/GX4j2fqm3P</a>
Continuing Applicants	<a href="https://forms.office.com/r/wEF3jtdAHL">https://forms.office.com/r/wEF3jtdAHL</a>

※Continuing Applicants: Those who were members in Spring Semester 2025

(2) Application schedule



6. Information Sessions・・・Attendance is not mandatory but encouraged for interested students.  
Both sessions will cover the same content.

Zoom meeting URL will be announced on manaba+R.

Campus	Date & Time		Format
KIC	① June 20 (Fri) ② June 25 (Wed)	12:30~13:00	Hybrid Meeting (On-campus BBP and Zoom)
BKC	① June 25 (Wed) ② July 3 (Thu)		
OIC	① June 19 (Thu) ② June 23 (Mon)		Online (via Zoom)

7. お問い合わせ

For inquiries about the application, please contact the following by email. We cannot respond to questions regarding the selection process or results.

Campus	Office	Email
KIC	International Center, Meigakukan 1F	<a href="mailto:kic-bbp@st.ritsumei.ac.jp">kic-bbp@st.ritsumei.ac.jp</a>
BKC	International Center, Central Arc 2F	<a href="mailto:bkc-bbp@st.ritsumei.ac.jp">bkc-bbp@st.ritsumei.ac.jp</a>
OIC	AS Office, Building A 1F	<a href="mailto:oic-bbp@st.ritsumei.ac.jp">oic-bbp@st.ritsumei.ac.jp</a>