Peer Life Coach Application Guideline

April, 2025

We, Student Success Support Section, Student Support Center, is looking for students who will actively participate Peer Life Coaches’ activities, a student support service run by students for students.

1．Job Description:

* Peer Life Coaches aim to a. help first-year undergraduate students smoothly adapt to student life and take initiative in their learning activities, b. help them acquire the skills necessary for research and future careers through learning that requires them to learn and think for themselves, and c. contribute to international exchange activities and intercultural understanding through support for international students, and aim for human growth together with a global perspective. Undergraduate and graduate students from different schools work together with specialists called Student Life Coaches to provide multifaceted support activities.
* Based mainly on the 1st basement floor of Taki Plaza of the Ookayama Campus, the group will be running a helpdesk for international students, managing a official Slack channel, planning and producing "Study Tips", managing " Orientation sessions for newly enrolled undergraduate students managed by Student Life Coaches," tutoring for Science and Engineering liberal arts subjects, managing Multilingual Chat, as well as planning and running campus tours and multicultural exchange events.

In addition to the above activities, they will also be actively participating in projects held by the Ookayama Student Support Center, such as student support forums. We welcome proposals for new projects that are in line with the purpose of Peer Life Coaches, which is for students to support peer students.

* Before starting work as a Peer Life Coach, you are required to participate in designated training(s), including on program vision, and university’s administrative matters. Even after you start working, we will hold regular training sessions to improve your skills, and the relevant faculty and staffs will support you so that you can work with peace of mind. If you wish to work on consulting services’ project(s), you will be required to take additional training on consultation services.

２．Eligibility:

* All Science Tokyo Students
* Those who are motivated to participate in the above work
* Those who can participate in the employment interview and onboard training

３．Salary: 1,170 yen per hour (as of March 2025)

４．How to apply: Submit the " Science Tokyo Peer Life Coach Application Form" via Google Form.

\*Please find the application form in recruitment section of the Peer Life Coaches website in Science Tokyo website.

５．Application deadline: Friday, April 18, 2025 at noon   
６．Recruitment interview dates: Tuesday, April 22, 2025 to Thursday, May 1, 2025. Please select your preferred date(s) in the application form. The interview is scheduled to last 20 minutes.

７．Hiring process: After screening, a hiring interview will be conducted by faculty member(s) of the Peer Life Coaches’ program. If you pass the hiring interview and wish to accept the position, you must express your intention to accept by Thursday, May 8, and complete the procedures by Thursday, May 14, and participate in the following onboard training.  
８．Onboard training dates: Please be sure to attend either Wednesday, June 11, 12:30-14:30 or Wednesday, June 25, 12:30-14:30.  
９．Contact: Student Life Coach Consultation Desk, Student Success Support Section, Student Support Center; Email [concierge.info@jim.titech.ac.jp](mailto:concierge.info@jim.titech.ac.jp)

\*For past activities, please refer to the Peer Life Coaches webpage below.

[Peer Life Coaches | Jobs On Campus | Extracurricular Activities and Part-Time Jobs | Current Students | Science Tokyo formerly Tokyo Tech](https://www.titech.ac.jp/english/student-support/students/extracurricular/jobs-campus/concierge-jr)

Information sessions (Hybrid) will be held between April 10th and 17th. Please check the Peer Life Coaches webpage above for the latest information on the sessions.