

# Application Guidelines for AY2024 Peer Life Coaches (Student staff of Tokyo Tech Student Support Center)

## 1. Job description

As a student staff of Tokyo Tech Student Support Center, Peer Life Coaches are expected to provide peer support as fellow students in various areas, with a primary focus on assisting first-year undergraduate students in their academic and personal growth. Coaches will join 1 of the 4 teams specified below.

- Student Media Team: Aims to provide useful information for Tokyo Tech students to take on the challenges of proactive learning through
  - ①management of official Slack channel #t2-配信-学修コンサルシユ
  - ②production of handout series “Tokyo Tech Study Tips” and other publications/booklets
  - ③planning and managing extracurricular events
- Guidance Resources Team: Organizes and executes orientations and student-unit based exchange opportunities for newly enrolled undergraduate students performing as facilitators or presenters and analyzes survey results post orientation
- Study Support Team: Tutors from the choices of mathematics, physics, or chemistry mainly for 1<sup>st</sup> year basic science and technology courses on a one-to-one basis
- International Exchange Team: Organizes events and activities to promote international exchange, cross-cultural understanding, and language learning through
  - ①organizing and facilitating Multilingual Chat
  - ②consulting at the International Student Help Desk
  - ③supporting orientations for graduate students in English/Japanese
  - ④organizing walking tours, workshops, and other events to promote international exchange

※It is possible to apply for more than one team, or discuss your preferred team during interviews.

※You may be requested to participate/support activities organized by other teams.

## 2. Working Hours

Employment starts from July, 2024. You will be asked to take a joint training session on July 6<sup>th</sup> (Sat) (Arrangements will be made if you cannot attend, however, you will be meeting all your colleagues at this training session so we strongly advise you to adjust your schedule.) In principle, working hours should be between 9:00-17:00 on weekdays. Specific dates/hours will be discussed among the team depending on activities. As a rule, you will not be asked to work during end of term exams, however, there may be exceptions depending on your team. For details,

please refer to the latter explanation for each team. Weekly on-campus working hours must not exceed 20 hours. Standard working hours/rules per team are as follows:

- Student Media Team: Standard working hours will be around 2hours/week on weekdays (hours may increase near publication deadlines or events.)We will discuss regular working time slots at the beginning of each quarter and summer/spring breaks. When necessary for extra work, please consult with your Student Life Coach before logging in.
- Guidance Resources Team: We will work in various forms: in a team meeting, in small groups, or individually. Meeting dates will be set on the date with the most available participants. Individual or group works should also take place on weekdays. Please consult with your Student Life Coach before working individually or in small groups. In total, weekly working hours should average at 4 to 8 hours. For March and April 2025, the team will be expected to participate in orientation preparations, rehearsals and the actual orientation dates (which will include weekends in April 2025.) These will consist of longer working hours due to the nature of preparing for a large-scale event.
- Study Support Team: Standard working hours will be 4 hours/week on weekdays. We will discuss regular tutoring time slots at the beginning of each quarter. You will not be expected to work during holidays/seasonal breaks, but will be requested to tutor during end of term exam periods.
- International Exchange Team: We will discuss each quarter to set dates/shifts for regular activities. Standard working hours will be around 1 to 4 hours/week each term. You will be asked to work on weekends and in the evening (until 21:00) for events that will take place then.
- Joint activities: There will be times when you may be asked to support activities of other teams. At such incidents, we will settle dates after discussion. If asked to work individually, you will be requested to inform when you will work in advance to the Student Life Coaches.

### **3. Salary**

Payment will be processed under the regulations of Tokyo Tech with hourly payments for both undergraduate and graduate students of ¥1,120 multiplied by working hours.

### **4. Number of openings**

- Student Media Team: 3
- Guidance Resources Team: 4 (※We are particularly keen on recruiting 1<sup>st</sup> year undergraduate students)
- Study Support Team: 3 (※We are particularly keen on recruiting Physics or Chemistry tutors)
- International Exchange Team: 3 (※Students who can communicate in English (or are enthusiastic in communicating in English) are particularly welcome.)

## 5. Qualifications

- You must be a currently fully-enrolled student with a B, M, or D status on your student ID card (as of time of application.)
- Hold basic Japanese language skills necessary for support activities for learning if Japanese is not your native tongue.
- In addition to the above qualifications, coaches for the Guidance Resources Team and Study Support Team must fulfill the following:
  - Guidance Resources Team: Be fully enrolled and physically available in Tokyo during March and April 2025 when orientation rehearsals and the actual event will take place.
  - Study Support Team: Have acquired the total 12 credits for basic science and technology course requirements in Mathematics, Physics, and Chemistry or attain equal knowledge of those courses and can communicate and advise mainly 1<sup>st</sup> year undergraduate students in Japanese.

## 6. Application Method

After joining one of our briefings, please fill out and send the application form in PDF format via e-mail to the below address.

Please send your application under the subject [PLC\_XXTeam\_Application\_Name.]

We will respond upon receipt of your application. If you do not hear back from us after 2 working days, please contact us again. Responses may be delayed when weekends lie in-between.

If you are unable to participate in the briefings, please contact us to the e-mail below. We will try to arrange an individual briefing if possible. You may apply without participating in briefings, but do note we may prioritize those who have attended them as a measure of enthusiasm.

- Application Deadline:

April 26<sup>th</sup> (Friday) 17:00 ※Punctuality is mandatory

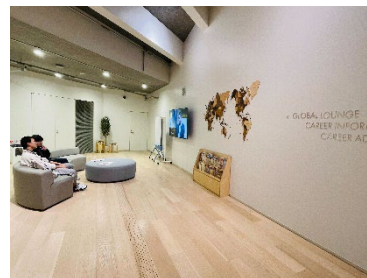
- Inquiries/ Applications to:

Student Life Coach Consultation Desk, Student Support Center

E-mail : [concierge.info@jim.titech.ac.jp](mailto:concierge.info@jim.titech.ac.jp)

• Briefing schedule

Date	Time	Method	Location
April 8 <sup>th</sup> (Mon)	17:20-18:00	face-to-face	For all face-to-face sessions 1 <sup>st</sup> basement floor, Taki Plaza Student Support Center Global Lounge
April 9 <sup>th</sup> (Tues)			
April 10 <sup>th</sup> (Wed)	12:40-13:20	zoom	
	20:00-20:40		
April 11 <sup>th</sup> (Thurs)	17:20-18:00	face-to-face	
April 12 <sup>th</sup> (Fri)			
April 15 <sup>th</sup> (Mon)			
April 16 <sup>th</sup> (Tues)	20:00-20:40	zoom	
April 17 <sup>th</sup> (Wed)	12:40-13:20	face-to-face	
April 18 <sup>th</sup> (Thurs)	17:20-18:00		
April 19 <sup>th</sup> (Fri)			



※If you are not sure about the location, please ask at the Student Support Center consultation desk at the 1<sup>st</sup> basement floor of Taki Plaza.

※If you would like to join a zoom session, please fill out [this form](#). (QR code→)  
We will send the zoom link to your email address from the form.



## 8. Selection

Upon review of your application form, there will be an interview from April 30<sup>th</sup> (Tues) -May 10<sup>th</sup> (Fri) 2024. The date/time of interview will be arranged in accordance to your availability stated on the application form via e-mail.

## 9. Start of employment

We will contact those who were selected as our new Peer Life Coaches about the administrative process. After all paperwork is completed, employment will start from July 2024, kicking off with a joint training session on July 6<sup>th</sup> (Sat) (time & place TBC.)

## 10. Other notifications

If you are an international student (and not a Japanese citizen) we will ask for a photocopy of your resident card (both sides) and a copy of your permission to engage in a part-time job (a stamp you will get when your application is accepted by the Tokyo Regional Immigration Services Bureau on the back of your resident card.)

### ●Inquiries to:

Student Life Coach Consultation Desk

Student Support Center, 1<sup>st</sup> basement floor, Taki Plaza

E-mail : [conciierge.info@jim.titech.ac.jp](mailto:conciierge.info@jim.titech.ac.jp)