

# 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
  - ① management of official Slack channel #t2-配信-学修コンサルジュ
  - ② production of handout series “Tokyo Tech Study Tips” and other publications/booklets
  - ③ planning 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: Plans and organizes events and activities to promote international exchange, cross-cultural understanding, and language learning through
  - ① facilitating Multilingual Chat
  - ② consulting at the International Student Help Desk
  - ③ supporting orientations for graduate students in English/Japanese
  - ④ organizing walking tours, workshops and other events to help international and Japanese students mingle

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

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

## 2. Working Hours

In principle, on-campus working hours must not exceed 7 hours 45mins/day, 20 hours/week and should be between 9:00–17:00 on weekdays. A minimum 45 minutes break must be taken when working over 6 consecutive hours. Working between 22:00–5:00 is prohibited. Specific working 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:

- 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. You could 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: a few
- Guidance Resources Team: 4 (※We are particularly keen on recruiting 1<sup>st</sup> year undergraduate students)
- Study Support Team: a few (※We are particularly keen on recruiting Chemistry tutors)
- International Exchange Team: a few (※Students who are enthusiastic in communicating in English and can take part in the training session required for the job are particularly welcomed.)

### 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

Please fill out and send the application form 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 would like a briefing about this job, please e-mail us to [conciierge.info@jim.titech.ac.jp](mailto:conciierge.info@jim.titech.ac.jp). We will arrange an individual briefing.

### **8. Selection**

Upon review of your application form, we will arrange an interview. We will consult you the date/time of interview via e-mail.

### **9. Start of employment**

We will contact those who are selected as our new Peer Life Coaches about the administrative process. Employment will start after all paperwork is completed.

### **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 and Applications 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)