

Announcement of Recruitment of ECZ Student Staff for Fall 2021

The English Community Zone (ECZ) is an informal lounge-type space where Toyo students and international students gather to relax, talk, play games, and enjoy themselves in English. The ECZ will begin the fall semester online. We are recruiting student staff to operate and manage the ECZ.

Duties: Run day to day operations of the ECZ (online and/or in person), facilitate the use of English among guests, collaborate with other staff to organize events, and coordinate with staff of International Affairs Office.

Requirements: Eligible candidates must satisfy the following qualifications:

1. Must enjoy helping and encouraging other students;
2. Must be active and able to communicate effectively in English;
3. Must be an energetic, friendly, proactive team player;
4. (Preferred) Have completed an exchange program/accredited student abroad experience and/or have English ability equal to 61 TOEFL iBT, 500 TOEFL ITP, or 5.0 IELTS;
5. Must be able to work online via Zoom or other platform.

Positions available: Up to 10

Employment period: Fall semester 2021 (September to late January)

Working hours: The ECZ is open Monday through Friday from 11:30 to 18:00 on days when lessons are held at Hakusan Campus. Working shifts of selected staff will be determined based on staff availability, taking into account their class schedules. In addition, working on some evenings and/or Saturdays may be necessary when special events are held.

※Opening hours will be shortened when the ECZ is held online.

Working days: At least one or two days per week; at least two hours per day.

Hourly wage: 1,020 円 (until 17:00); 1,100 円 (after 17:00)

Application documents:

1. Resume/CV (including qualifying results of language proficiency test)
2. Personal statement (on A4 paper; in English)

Please write about the following three points: Why are you interested in working at the ECZ? What do you feel are the characteristics of a good and effective ECZ staff member, and why do you believe you possess these traits? What aspects of your personality and experience make you well suited to this position?

How to apply: Submit the above documents(PDF) with the password to the International Affairs Office by email.

Application deadline: Sunday, August 22, 2021. (Japanese standard time)

Email: mlies@toyo.jp (Kazuki & Andy)

Applicants who pass the initial screening will be notified the following week and invited to a group discussion interview to be held on Thursday, September 2 (tentative). We will contact these applicants again with the date and time of the interview. Selected students will be required to attend meetings and training on Wednesday, September 8 in the morning and Tuesday, September 14 in the afternoon (tentative).

For more about the ECZ, please visit this link: <https://www.toyo.ac.jp/en/international-exchange/intledpg/iexp/ecz/>

International Affairs Office

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