

## Announcement of Recruitment of ECZ Student Staff for Fall 2022

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 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 an active, energetic, friendly, proactive team player and able to communicate effectively in English;
3. (Preferred) Must 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;
4. Must be a regular Hakusan Campus student who is based in Japan;
5. Must be able to work online via Zoom or other platforms.
6. Must be punctual and responsible.

**Positions available:** Up to 4

**Employment period:** Fall semester 2022 (October to late January)

**Working hours:** The ECZ is open Monday through Friday on days when lessons are held at Hakusan Campus.

Open hours are 11:30 to 18:00 (when the ECZ is on campus) and 12:15 to 15:00 (when it is online).

Student staff meetings are usually held from 20:00~21:00 once a week. (Time and day of the week will be determined based on student staff members' schedules.)

Working shifts of selected staff will be determined based on staff availability, taking their class schedules into account. In addition, working on some evenings and/or Saturdays may be necessary when special events are held.

**Working days:** At least one or two days per week; at least two hours per day. Max 35 hours per week for Japanese students and 28 hours for non-Japanese students.

We may prioritize students who can work two or three days per week for a total of five or more hours per week.

**Hourly wage:** 1,050 yen (until 17:00); 1,100 yen (after 17:00)

**Application documents:**

1. Resume/CV (on A4 paper; in English)
2. Copy of an official English language proficiency test
3. Personal statement (on A4 paper; in English)

Please write about the following topics: Why are you interested in working at the ECZ? What are three qualities of a good ECZ staff member? Give specific examples of how you possess these qualities.

**How to apply:** Submit password protected PDF copies of the above documents with the email title of "ECZ Application (Your name)" to the International Affairs Office by email: [mlies@toyo.jp](mailto:mlies@toyo.jp) (Kazuki & Andy)

**Application deadline:** **Sunday, September 4, 2022 (Japanese standard time)**

Applicants who pass the initial screening will be notified the following week and invited to a group discussion interview to be held on Tuesday, September 13 (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 Tuesday, September 20 in the morning and Wednesday, September 21 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

E-mail: [mlies@toyo.jp](mailto:mlies@toyo.jp)