

## Guideline for Leaders of Ito Campus dormitories

### 1. Purpose

We staff “Leaders” at Ito Dormitory 1, Ito Dormitory2, Ito Dormitory3, and Ito Kyosokan (hereinafter called Dormitories) to support new residents’ lives and promote international community.

### 2. Requirements

Leaders must;

- (1) Have experience to stay at International House or dormitories of Kyushu University for more than 6 months
- (2) Live in Dormitories
- (3) Have motivation to communicate with people actively in international circumstance
- (4) Work with volunteer spirits to become a role model for other residents and participate in international promotion actively

### 3. Work contents

Leader’s work is as follows;

- (1) Respond to consultation on general problem of dormitory life from dormitory students, provide advice and assist them (Excluding work as a counselor)
- (2) Attend dormitory meetings  
Each dormitory’s Leaders need to hold and attend a monthly meeting for cooperation each other.
- (3) Plan and hold the following events;  
Recreational activity  
Orientation (April/October)  
Emergency drill (Including life-saving training session) (April/October)  
Welcome party (April/October)
- (4) Participate in the planning of events as requested by community.
- (5) Plan and hold an event to enliven the community of dormitories. (At least once a year)
- (6) Attend training course for Leaders
- (7) Submit a report  
Prescribed report about the work contents should be submitted to Living Environment Support Special Committee every month.

#### **4. Other related works**

- (1) Provide consultation service for living
- (2) Conduct survey to the residents and analyze the results
- (3) Support new residents to check-in
- (4) Do office work related to Dormitories.
- (5) Participate in events and other activities requested by university.
- (6) Other assigned works related to the operation of Dormitories.

#### **5. Treatment**

- (1) The term of Leaders is designated to be the remaining period of standard study term and they can live in Dormitories during the term. However, Leaders must undergo the screening procedure every year.
- (2) When Leaders engage in other related works described above, hourly rate designated by university may be paid as necessary.
- (3) When Leaders actively engage in Leaders' work, a certificate will be issued at the end of every fiscal year.

#### **6. Number of Leaders (As a guide)**

- (1) Dormitory 1    10 Leaders
- (2) Dormitory 2    10 Leaders
- (3) Dormitory 3    8 Leaders
- (4) Ito Kyosokan   18 Leaders

#### **7. Dismissal**

A person who is judged not appropriate as a Leader may be dismissed by Living Environment Support Special Committee. In this case, their residence period will be until March 31 of the fiscal year.

#### **8. Chairperson**

- (1) One representative person called "Chairperson" should be elected by each dormitory's leaders from among them.
- (2) Chairpersons should organize each dormitory's leaders as their representative.
- (3) Chairpersons should hold a monthly meeting at each dormitory.
- (4) Chairpersons should hold and attend a staff meeting with Director (Tentative name), Student Support Division, staff of International Student Exchange Division, representative of dormitory outsourcing agency and dormitory

managers once a month. (Fixed date)

(5) Term of Chairperson is 1 year, however it is possible to be selected for a second term.

#### **9. How to Apply**

Submit the specified application form.

#### **10. Selection**

Living Environment Support Special Committee selects Leaders.

#### **11. Office**

Student Support Division and International Student Exchange Division handle office work about Leaders.

#### **12. Others**

Other necessary information about Leaders of Ito Dormitories shall be provided.

※This guideline will be implemented from October 1, 2014.

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