

## Sophia-Arrupe International Residence Guideline of the Living Group Leaders

17th December, 2019

Center for Student Affairs

Living Group Leader (LGL) system is provided and each floor has one leader. LGLs represent the residents and work with CSA as partner to build better dormitory. LGL should carry out the following roles.

Category	Job Description
Support of residents	Help other residents to live comfortably in the dormitory and enable them to do self-improvement
	•Support for welcoming new residents (Planning and holding orientation)
	•Guide and support new residents
	•Consult of other residents' concerns (personal, academic, career matters etc.)
Supervision of residents	Keeping the environment of the dormitory and each living group clean and peace
	•Respond to all witnessed violations of Residence Rules within the dormitory and report them to the manager or other staffs
	•Report to the manager of any troubles among residents
	•Support the assessment of physical condition of rooms after the occupancy
	•Supervise and direct any personal belongings left in shared spaces or separation of garbage
	•Hold a monthly meeting in the living group
Promotion of exchanges among residents	Contribute to activating exchanges among residents by promoting them or making any events
	•Plan and organize various kinds of events (e.g. Welcome Party, Career Seminar, Workshop etc.)
	•Design and make decorations within the dormitory in respond to each season
Educational Program	Contribute to the planning of educational program held in the dormitory
Cooperation with Center for Student Affairs and the University	Attend monthly meeting between LGLs and Center for Student Affairs and submit report to the Director
Response of emergency	Respond to any emergency and sudden illness, or support the manager about these matters
Self-improvement as LGLs	Attend LGL training for LGL held by the Center for Student Affairs
Presentation	Present events and projects of the dormitory to outside through SNS etc.
Others	Respond to any necessary matters for the embodiment of Mission & Vision of the dormitory

### LGL Condition

Qualification	<ul style="list-style-type: none"> <li>•Those who try their best to communicate and cooperate with others regardless of language differences.</li> <li>•Those who are willing to supporting other residents and promoting international exchanges within the dormitory</li> <li>•Those who are resident during the LGL recruitment period and nominate themselves.</li> <li>•Those who can participate in the LGL Training at the beginning of the term.</li> </ul> <p>*The candidates are arranged by the Center for Student Affairs from organizational viewpoints and assigned by the Director of the Center for Student Affairs.</p>
Term	Term is one semester (Spring: March to July; Fall: September to January). The term can be renewable after the screening.
Benefit	LGLs get the payment as a support to their activities.

以上