

SOPHIA SOSHIGAYA INTERNATIONAL HOUSE Living Group Leader Guideline

January 29th 2020
Center for Student Affairs

Living Group Leader (LGL) system is provided and each floor has one leader and around 15 members. LGLs represent the residents and work with CSA as partner to build better dormitory. LGL should carry out the following roles.

Category	Job Description
Organizing the monthly Living Group Meeting	Facilitating the Living Group Meeting
	Record the attendance of Living Group Meeting and report correctly to the CSA
Maintaining rules, environment of each floor and shared places (kitchen etc.)	Respond to all witnessed violations of rules and regulations within the House and report to the manager
	Solve and report to the manager of any troubles among residents
	Supervise and direct any personal belongings left in shared spaces or separation of garbage
Assisting the manager of the House	Support for welcoming new residents (Planning and holding orientation)
	Guide and support new residents
	Respond to any emergency and sudden illness, or support the manager about these matters
Cooperation of planning and operation of various events held in the House	Contribute to activating exchanges among residents by promoting them or making any events
	Present events and projects of the dormitory to outside through SNS etc.
Monthly report and meeting	Attend monthly meeting between LGLs and CSA and submit report to the Director
Others	Performing necessary actions for the embodiment of Mission & Vision of the House

Condition as LGL

Qualification	<ul style="list-style-type: none"> •Those who try their best to communicate and cooperate with others regardless of language differences. •Those who are willing to supporting other residents and promoting international exchanges within the dormitory •Those who are resident during the LGL recruitment period and nominate themselves. •Those who can participate in the LGL Training at the beginning of the term. <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.