

LCJ Student Employment Work Policy

The following students are eligible to work at Lakeland College Japan through student employment:

- Full-time domestic students *after successful completion of their first semester*
- Full-time international students *after successful completion of their first semester*

(Note): all students must be currently maintaining a minimum GPA of 2.0 in order to remain eligible for employment. Failure to meet this requirement may restrict the number of hours permitted to work, or completely forfeit one's eligibility until the GPA is raised to meet the standard.

Academic Year Employment – Summer, Fall, Spring semesters

Eligible students may work any combination of on-campus jobs, provided they receive official approval from the LCJ Administration office and do not go over the maximum number of hours per week.

Hours of Employment Policy

Student employees are permitted to work the following number of hours:

- I. During the Semesters
 - a. Up to 28 hours per week
- II. During Summer, Winter, and Spring Breaks
 - a. Up to 40 hours per week (also limited to no more than 8 hours per day)

Wage Structure

The current wage for student employment is 910 JPY / hour.

Frequently Listed Positions (though open positions are not guaranteed)

- Library Assistants
- Academic Learning Center - Tutors
- PR Support
- Administrative Assistants
- College Event Support
- Campus Cafe

(Note): Other employment opportunities may occur throughout the academic year. The LCJ Administration office may notify students of such openings when applicable via the LCJ blog, on-campus flyers, and/or direct requests to students.

Additional Information

- Additional questions regarding student employment opportunities should be directed to the LCJ Administration office (+81-3-3225-0425).
- Information relating to ay period schedules, reporting structures, permitted breaks during shifts, and other details will be outlined in the employment contracts signed by the student employee prior to the first day of the job.