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Bai Xian Asia Institute Summer Program 2025 Student Advisors (SA) Recruitment

Introduction

[The Bai Xian Asia Institute \(BXAI\)](#) is a not-for-profit educational organization based in Hong Kong, and runs the Asian Future Leaders Scholarship Program (AFLSP) awarding up to 100 scholarships each year to students from Asia to study abroad at top universities across East Asia. Every August, BXAI Summer Program brings students together for a fun and enriching experience of exploration and learning. Through exchanges with influential global leaders, panel presentations, and workshops, students broaden their perspectives and develop a greater understanding of issues affecting Asia today. The BXAI Summer Program 2025 will be held from August 5 to 20 in partnership with Hitotsubashi University Business School ICS in Tokyo.

Job Description

Student Advisor (SA) position is a frontline role that requires active communication with students. You are expected to assist the team in all aspects of student management for the Summer Program, but is not limited to the facilitation of all orientation sessions, seminars, workshops, student presentations, etc.

In addition to providing on-site support from August 5 to 20 in Tokyo, you must also attend two half-day online training workshops organized by BXAI in the early April and the early May respectively. You are also required to attend one online pre-preprogram session on July 25 (TBC) and one in-person pre-program session on August 1 or August 2 (subject to confirm). Bai Xian Asia Institute will issue a certificate upon completion of the student advisor responsibilities.

Key Responsibilities

- Promote cooperation and interaction among student groups
- Provide logistical support for program sessions and events
- Provide assistance to professors and guest speakers during workshops and seminars
- Prepare students for final presentations, closing ceremony and student engagement sessions
- Assist in all student-related tasks



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Application Schedule

Time	Action
Jan 31, 2025	Application deadline
Week of Feb 17, 2025	Interview Invitation from BXAI
Week of Mar 3, 2025	SA Group Interview Week
Mid-Mar, 2025	SA Result Announcement
Early or Mid-Apr (online) and Early-May (online or in-person Orientation)	SA Virtual Orientation/ In-person orientation
July 25, 2025 (TBC)	2-hour virtual pre-program session with summer program participants
Aug 1-2, 2025	Pre-program in-person training
Aug 5-6, 2025	Program Starts: Student Arrival, Orientation
Aug 7-9, 2025	Excursion (near Tokyo)
Aug 11-19, 2025	Academic sessions, workshops, gala party
Aug 20, 2025	Program Ends: Students Departure and logistic support

Program Location

- Mainly on Hitotsubashi University Chiyoda Campus except for Aug 6 (Wed) Orientation which will be held on Hitotsubashi University Kunitachi Campus.
- For excursion and extracurricular activities are scheduled in and outside of Tokyo.

Required Attributes and Skills

- Excellent communication and interpersonal skills that facilitate enthusiastic engagement with students
- Physical and mental capacity to provide support for the scheduled activities: outdoor activities & excursions
- Resilience and ability to cope with difficulties and challenges
- Highly motivated students to enjoy cultural exchange and supporting international students
- Any leadership, study abroad experiences appreciated
- Good command of written and spoken English and Japanese (Mandarin and/or Korean a plus)
- Undergraduate/master's degree students

Conditions

Package: 120,000 yen (tax included if necessary) working allowance with community meals and excursion travel covered



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Available position: 10 positions (max.)

Certificate of completion: Bai Xian Asia Institute will issue a certificate upon completion of the student advisor responsibilities

- Working allowance will be disbursed after the completion of the program within 14 business days.

Compliance Matters/ Notes

- Please apply only if you are able to participate in all of the activities listed under “Job Description”.
- Please apply for the position by understanding requirements, working hours, and conditions that are compatible with your studies in order to engage in Student Advisor.
- Student Advisors are expected not go absent without permission or be absent without permission, except for compelling reasons.
- Student Advisors are required to have insurance coverage (both accident and liability insurance) for the duration of activities. If applicants are already covered by own student insurance or family insurance, please check in advance whether the insurance will cover the volunteer activities.

Application Deadline

Submit your application form and the documents below by **January 31 (Fri), 2025**.

1. Application form | <https://forms.gle/C3qvNnKV35oF9JxA9>
2. Resume (English)
3. Motivation letter (Roughly 500-1000 words or 1-2 pages in A4 size)

About Hitotsubashi University Business School, School of International Corporate Strategy (Hitotsubashi ICS)

<https://www.ics.hub.hit-u.ac.jp/>

ICS was established in 2000 as Japan’s first global, all-English MBA program. Since then, Hitotsubashi ICS has been offering MBA and DBA program as part of leadership development journey with diverse faculty and students.

Past Bai Xian Summer Programs

BXAI Summer Program 2024 (Shanghai) Video | <https://www.youtube.com/watch?v=IN5IsZrtpp0>

BXAI Summer Program 2023 (Tokyo) Video | <https://www.youtube.com/watch?v=m44PzR6wdyE>



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Contacts

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