

# Guidelines for Applications for Resident Assistant (RA) for PEAK Students

## 1. Number of Positions

Up to 5 male and 5 female students

## 2. Responsibilities

To provide guidance and support to PEAK students as Resident Assistant (RA) living in the International Lodge Komaba Lodge B, C, or D for one academic year beginning in September 2015.

<Job description>

1. Be available at the time of emergency and make appropriate contact with PEAK students and lodge administrators as well as other administrators and professors, if necessary.

2. Support PEAK students at the time of check-in to the lodge.

3. Provide daily support to PEAK students. (For example, showing them the locations of supermarkets and other shops and explaining lodge facilities such as the kitchen, lounge, and shower.)

4. Inform PEAK students of events sponsored by Komaba International Office and Globalization Office.

5. Observe the rules made by Komaba Lodge.

6. Provide other necessary support for PEAK students so that they may adjust smoothly to life at the lodge.

Please refer to:

PEAK

<http://peak.c.u-tokyo.ac.jp/our-courses/index.html>

International Lodge Komaba Lodge B,C,D

<http://www.u-tokyo.ac.jp/ja/administration/housing-office/housing/shukusha/komaba.html>

## 3. Period of Services

1 year (re-application possible)

#### 4. Eligibility

All of the following conditions 1) - 4) must be satisfied:

- 1) Applicants must be enrolled in a regular course of either the Senior Division of the College of Arts and Sciences or any Graduate School of the University of Tokyo, as of September 1, 2015.
- 2) Applicants must be willing to build a good relationship with PEAK students living in Komaba Lodge.
- 3) Applicants must have a good command of English and Japanese.
- 4) Applicants must be able to start living in the Lodge on Monday, August 31, 2015.

#### 5. Application Documents

- 1) Application Form for admission to the International Lodge Komaba Lodge

\*The application form is available for download from the following website:

<http://www.globalkomaba.c.u-tokyo.ac.jp/index.html>

- 2) One copy of the Student's ID card

#### 6. Application Procedure

Application documents should be submitted to the International Student Section either by post or by hand.

If you would like to send them by post, please ensure they arrive no later than 16:50 on Monday, June 22, 2015. Please write "Application for RA for PEAK Students" on the envelope.

Please note that the submitted documents will not be returned.

#### 7. Application Period and Sending Destination

<Application Period>

Monday, June 15, 2015 - Monday, June 22, 2015 (NLT 16:50)

<Send/Submit to>

International Student Section, Academic Affairs Division, College of Arts and Sciences, The University of Tokyo

3-8-1 Komaba, Meguro-ku, Tokyo 153-8902

If you would like to submit the application documents by hand, please come to the International Student Section, which is open 9:00-16:50 (Except Saturdays and Sundays).

## 8. Selection Process

Candidates will be selected by screening based on submitted documents, followed by an interview, which will be held within 3 weeks of the deadline for submission of application documents. Applicants must be available for an interview held at Komaba Campus on site, or by Skype if they are unable to attend in person for unavoidable reasons. Details of the interview and the results will be announced by e-mail.

## 9. Other

- 1) RAs are responsible for paying monthly rent and utility bills etc.

Please visit the following webpage for details of fees, facilities and equipment of Komaba Lodge B,C,D.

<http://www.u-tokyo.ac.jp/ja/administration/housing-office/housing/shukusha/komaba.html>

- 2) No financial compensation is associated with this position.

- 3) Fire Insurance

RAs are advised to take out fire insurance. (Fire may not be used inside rooms.) Non-life insurance companies and The University of Tokyo CO-OP handle fire insurance. Premiums vary depending on the company.

## 10. Policies on Personal Information Protection

- 1) Your personal information, including your name, e-mail address and telephone number, acquired by the University through your application, will be used in [1] services related to selection procedures (reception of application, selection); [2] to prepare a list of RAs.
- 2) The list of RAs and the personal information will be used for promoting communication with PEAK students. Additionally, the list of RAs will be provided to PEAK students living in Komaba Lodge B,C,D and all RAs.
- 3) All applicants for the RA positions will be considered to have agreed to the above Policies on Personal Information Protection.