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

1. Number of Positions
   Up to 3 male and 3 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 2017.

   <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.
      (Tentative move-in days for PEAK students: Monday, Sep. 11–Tuesday, Sep. 12)

   3. Participation in the ice breaking session with new PEAK students, which is scheduled in the morning, on Wednesday, Sep. 13

   4. 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.)

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

   6. Observe the rules made by Komaba Lodge.

   7. Participate in the periodic meetings with related UTokyo staff members (once every four months or so)

   8. Submit monthly activity reports to related UTokyo staff members

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

Please refer to:
PEAK
https://peak.c.u-tokyo.ac.jp/
3. Period of Services
   1 year (re-application possible)

4. Eligibility
   All of the following conditions 1) - 5) 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, 2017.
   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) In principle, even during the vacations, applicants must not be away from the
      Lodge for more than one month in a row.
   5) Applicants must be able to start living in the Lodge from Friday, September 1,
      until Thursday, September 7, 2017.

* Those who do not comply with the Komaba Lodge rules and/or who abandon
  their duties as RA will lose their eligibility as an RA and will be required to leave the Lodge.

5. Application Documents
   1) Application Form for RA for PEAK students in 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 Friday, June 2, 2017. 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, May 22, 2017 - Friday June 2, 2017 (no later than 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, Sundays and National Holidays).

8. Selection Process
Candidates will be selected by screening based on submitted documents, followed by an interview, which will be held within one month 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/en/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 acquired by the University through your application, will be shared with Komaba Lodge and 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 other RAs.

3) All applicants for the RA positions will be considered to have agreed to the above Policies on Personal Information Protection.