

# [For Undergraduate Senior Division Students / Graduate School Students]

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

### 1. Number of Positions

1 male and 1 female student

### 2. Responsibilities

To provide guidance and support to PEAK students as a Resident Assistant (RA) living in the International Lodge Komaba Lodge B, C, or D for one academic year beginning in April 2019.

#### <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.  
(Move-in days for PEAK students are scheduled in early September 2019.)
3. Participation in the ice breaking session with new PEAK students, which is scheduled in early September 2019.
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 the Globalization Office and the Komaba Branch, International Education Support 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/>

International Lodge Komaba Lodge B,C,D

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

### 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 or any Graduate School of the University of Tokyo, as of April 1, 2019.
- 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 between Monday, April 1, and Sunday, April 7, 2019.

\* 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/en/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 Wednesday, January 23, 2019. 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>

Friday, December 7, 2018 – Wednesday, January 23, 2019 (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. If you would like to undergo a Skype interview, please write the unavoidable reason to do so in the application form. 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) Insurance

The University of Tokyo does not take out insurance to protect Komaba Lodge residents' property. 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.