Application Guidelines for Resident Assistant (RA) for PEAK Students

1. Number of Positions
   Up to 2 male and 2 female students

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 2021.

   <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 2021.
      *Move-in days may fall on weekdays as well as Saturdays and Sundays.
   3. Participation in the ice breaking session with new PEAK students, which is
      scheduled in early September 2021.
   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/
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, 2021.
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 Thursday, April 1, and Wednesday, April 7, 2021.
* 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:
2) One copy of the Student’s ID card

6. Application Procedure
1) Application documents should be submitted to the International Student Section by following manner.

2) Please upload the application documents named like “Name_RA Application”, “Name_Student ID Copy” to the following website for submission.

<website for submission>
https://webfs.adm.u-tokyo.ac.jp/public/1iDAwAFJuAGAnhUBDJ12FcIim7FCtEqmU-YlMDlGdvK5

Then, please inform of completion of uploading to the International Student Section ryugakusei-g.e@g.s.mail.u-tokyo.ac.jp by e-mail. The email title should be “Name_RA for PEAK”.
7. Application Period
   Wednesday, January 6, 2021 — Friday, January 29, 2021 (no later than 16:50)

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. Interview will be held at Komaba Campus. However,
   according to the COVID-19 situation, it will be substituted by Online interview.
   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.
   4) (For RAs who are already living at Komaba Lodge)
      RAs will need to move into another room assigned to them from April. In this
      case, RAs will have to pay the “Cleaning Fee” at the time their permitted term
      of residence is to be renewed in April.

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.