1. DORM DESCRIPTION

The Mejirodai International Village (hereinafter referred to as “MIV”) is an accommodation where students and researchers from abroad and domestic students all live on the same premises, aiming to serve as a seamless location for everyone to interact with each other on a daily basis regardless of their various statuses at the university.

The facility consist of 3 buildings, the South Building which has 108 shared-type rooms mainly resided by female undergraduate students, the Linear Building, with 596 shared-type rooms and 80 independent type rooms intended for domestic and international students, and the North Building, with 73 independent type rooms for exclusive use by international researchers.

The premises also has a convenience store and a restaurant that are open for use by the local neighborhood.

2. LOCATION
- Address: 3-28-6 Mejirodai, Bunkyo-ku, Tokyo / Zip Code: 112-0015
  ⇒ Map: 400111279.jpg (996×697) (u-tokyo.ac.jp)
- Access: 5 minutes’ walk from Gokokuji Sta. (Tokyo Metro Yurakucho-line)
  16 minutes’ walk from Myogadani Sta. (Tokyo Metro Marunouchi-line)
- Access to Campus: Hongo Campus → Approx. 30 minutes by train.
  Komaba Campus → Approx. 30 minutes by train.

3. FACILITIES
   ① Building Structure: 8-story reinforced concrete structure
   ② Room Types:
     - Shared Block A/B Type Rooms (10 m²): Linear 544 units / South 96 units
     - Shared Block C/D/R/S Type Rooms (15 m²): Linear 64 units / South 12units
     - Linear Independent Type Rooms: 80 units in total of various room types
     - North Independent Type Rooms: 73 units in total of various room types
     ※RAs are to look over the residents living in the Shared Block A/B and C/D/R/S Type Rooms located in the Linear and South Bldgs.
   ③ Common Facilities
     Residents are free to use the various facilities situated in the Linear Bldg., such as
the ground floor dining hall, studio, theater room, exercise room as well as the chat room, tatami room, bamboo room, tea ceremony room, etc. on the upper second floor which can be used with prior reservation.

④ Others
Surveillance cameras are installed at various places within the premises.
The shared block residential floors at the Linear Bldg. are generally separated by gender. Access to each shared block is strictly restricted and residents can only enter their own residential areas by use of their IC keys.

4. RECRUITMENT OF THE RESIDENT ASSISTANTS
We are recruiting the dormitory’s resident assistants as follows. For those interested in applying for the RA position, please submit the required documents by the given deadline.

1) Number of RAs to be Recruited (The given number below is subject to change.)
   2023 Autumn Recruitment: 10 persons ※See the Attachment for details on the RA.

2) Term of RA Employment
   2023/10/1～2024/9/30
   * Employment of the RAs will basically be for 1 year from the date of their appointment. However, those who contribute greatly to the RA activity may be reappointed again for the succeeding year.
   In contrast, those who constantly neglect to conduct their RA duties in contradiction to their oath signed at the time of appointment or those whose acts and/or words are perceived to be inappropriate as a qualified RA may have their RA position revoked regardless of their RA employment period.

3) ELIGIBILITY
Students who fulfill all the conditions described below and who eagerly commit themselves to the designated RA activities at the dorm with the high intension to work to support and facilitate interaction of the residents. Students who are due to take leave of absence from 1 April 2024 are not eligible to apply.
① Students who are formally enrolled at UTokyo from October 2023 until the end of September 2024. * The enrollment period must be within the regular term of enrollment for the student’s course duration.
② Current resident in a shared block at the MIV Linear Bldg., or those who are due to obtain their permit of residence at the MIV by the start of October 2023. Students whose residence fees are already being reduced or exempt through the support of their
Faculty, etc. are not eligible to apply. All candidates will need to fulfill their RA job until the end of September 2024.

3. Students who can understand and talk both Japanese and English and who can equally communicate with others without discrimination.

4. Students who have fully read and understood the role and activities of a RA as described in the attachment herewith.

4) ROOM FEES  * RAs will be assigned to the designated C/D/R/S type rooms.

1. Entrance Fee: JPY 81,800 (Note 1)
2. Monthly Accommodation Fee: JPY 69,800/month
3. Monthly Maintenance Fee: JPY 12,000/month
4. Monthly Utilities Fee: JPY 15,000/month (Note 2)
5. Mattress Cover Fee: Single Bed Cover JPY 3,630 (Note 3)

<Room Layout>

- Room Facilities
  Study desk & chair, closet, bed*, air conditioner, wash basin, refrigerator, lightings, curtains, balcony laundry pole
  *Bed mattress provided with no beddings.

※Each shared block consists of 9 - 28 residents sharing the lavatories, showers, laundry and common kitchen (basic kitchenware, electrical appliances; microwave ovens, rice cooker, toasters, etc. provided) placed at each block.

In addition, there are common living room spaces provided within each shared block where residents can freely use the TV and vacuum cleaner installed in the area.

Use of fire is strictly prohibited inside each building as well as within all premises of the dorm.

(Note 1) Entrance fee will be included in your initial bill which is to be paid by the 7th day from the date of your move-in.

All fees at the MIV are to be prepaid by the 25th day of each previous month.
Therefore, those newly entering the dorm will need to prepare and pay 2 months’ payment of fees ②, ③ and ④ given above in addition to the entrance and mattress cover fees.

(Note 2) Utilities fees include internet access service fees. Residents can use the free Wi-Fi service provided at the dorm along with the U-Tokyo Wi-Fi, when needed.

(Note 3) Residents are required to purchase the designated mattress cover for the bed at the time of their move-in. In addition, residents can opt to order the rental beddings’ services at their own cost. Ordering of the services will need to be completed by the given due date, the procedures for which will be informed by the management company after room assignment.

5) RA PAYMENT: JPY 20,000/month
※The RA payment of JPY 20,000 will be deducted from the monthly accommodation fee that is to be billed for each month. No cash payment will be made. RA’s who quit or have been dismissed from their position during their hired term will no longer receive the above deduction from the subsequent month following the dismissal.

6) APPLICATION PROCEDURES
① Application Period: 2023/7/3 (Mon.) ~ 2023/7/31 (Mon.) (Strict deadline)
② Application Method: Fill out Forms 1 & 2 and upload the PDF of each document using the URL given in ④ below by the due date.
③ Application Forms: Form 1 “Resume” (fill out the designated form) Form 2 “Reason for Application, etc.” ⇒ Download Forms 1 & 2
※Only use the designated forms downloadable from the above URL. Incomplete documents may be deemed invalid, so make sure to fill out all the required items before submitting. All documents once received will not be returned.
④ URL for Uploading: Upload Forms 1 & 2 using the URL below.
https://webfs.adm.u-tokyo.ac.jp/public/faogw-CIFG_Uz0t3zT-lv76mu_HVNWOMPZt3ZmaTqDZJ
※The above URL for uploading will be available until 2023/7/31 (Mon.) 24:00 JST. Applications received past the deadline will not be included for selection process.
Resident Assistants (RAs) of the Mejirodai International Village

Housing Office
UTokyo Asset Planning Grp.

Resident Assistants (RAs) at the Mejirodai International Village (hereinafter referred to as “MIV”) are primarily placed to assist the everyday life of both the international and Japanese students residing in the shared block floors at the dorm.

RAs are to conduct their duties in collaboration with the in-house advisors residing at the dorm, the UTokyo Housing Office, etc. and the staff of the management company who are in charge of running the everyday operations of the dorm buildings.

Residents of different statuses and backgrounds are to be respected for their own diversity and hence it is crucial for the RAs to fully know and understand the UTokyo Statement on Diversity & Inclusion adopted in June 2022 before they are to conduct their duties.

- “The UTokyo Statement on Diversity & Inclusion”
  https://www.u-tokyo.ac.jp/en/about/di01.html

Please refer to the following for the explanation on the main duties, etc. of the RAs.

1. MEMBERS OF THE RA STUDENT TEAM

The MIV RA student team will consist of 10 Ras, who will be recruited in the autumn and spring of each year, totaling 20 members in all. The current recruitment is for the 10 RAs to be newly installed at the MIV from autumn 2023. The remaining 10 members shall be recruited separately for spring 2024.

The 20 RA members together look after the students living in the South Bldg. (room capacity: 108 students) and the shared block floors of the Linear Bldg. (room capacity: 596 students) and support their everyday life at the dorm when needed. Though the assigned area assigned to each RA room will priorly be provided, the actual students to be looked after can be decided by mutual agreement of the RAs residing on the same floor. RAs are to work in cooperation and support one another when other members of the team are incapable of fulfilling their duties for unavoidable reasons, etc.
2. QUALIFICATIONS FOR THE RAs

Many international students are not so fluent in Japanese. Therefore, RAs may be required to communicate in English when talking with students. In addition, Japanese student who are new to the Kanto area may also need assistance in starting up their new student life in Tokyo, as well. Therefore, it is hoped that the RAs at MIV can provide the support needed and advice for all students so that they can feel comfortable in leading their life at the dorm during their stay.

As such, the foremost qualification required to become an RA would be the capability to equally communicate with other without any discrimination and the ability to decide when to refer the resident in need of specialized care to the in-house advisor or relative persons at the university based on the prior consent of the said student.

Other qualifications will include the ability to arrange and conduct negotiations with the relative parties (in-house advisors, UTokyo Housing Office, the dorm management company, etc.) to hold collaborative events with the UTokyo students’ club activity groups which would help residents expand their relationships on campus and enrich their life at the dorm.

RAs are also required to be contactable anytime, since they may be asked to help in the case of an emergency.

3. RA DUTIES

The main duties of the RAs are as follows.

① Guidance for New Residents
RAs are to hold guidance for new residents twice a year, generally in April and October.

② Troubleshooting for Residents ※See Reference Material 1.
RAs are to decide which rooms they are to reside based on discussion with the other RAs at the first RA meeting. Each RA will basically look after the students living in the area close to their room and provide the needed assistance for troubleshooting. (*Note)

③ Monthly RA Meetings ※See Reference Material 2.
All RAs are required to attend the monthly member meeting to share their own activities and the RA action policies, etc.

④ Planning & Holding Dorm Events
RAs are to plan and hold events to enhance interaction between all residents including collaborative events with the UTokyo student club activity groups that would help expand the residents’ relationships on campus, as well.

⑤ Replying to Emails Sent from Residents
RAs are to respond to emails sent from residents in the dorm.
⑥ **Liaison Role**
RAs are expected to share the requests and opinions they receive from the residents with the university and management company, etc. to improve the living environment at the dorm.

⑦ **Emergency Support**
RAs are expected to provide support required in a time of emergency in cooperation with the in-house advisors. (e.g.) Aiding a person to get in an ambulance, guiding residents to evacuate in the event of an earthquake, etc.

(*Note) RAs do not need to be responsible to troubleshoot all issues alone.
When an RA finds it difficult to handle issues on their own, make sure to always reach out to the other RA members, in-house advisors or the UTokyo Housing Office for the help required. Consultations are always available even though prior consent from the student involved could not be obtained, as long as distinctive information leading to the person’s identification is withheld. The well-being of each RA is most important in conducting their duties, so always remember to reach out whenever in need of any help.

Though the duties of the RAs listed above may seem a lot, the numerous encounters with the other students and working cooperatively with the in-house advisors, the relative departments at the university and the dorm management company as well as the troubleshooting skills that are both experienced and acquired as an RA will become an indispensable memory of your student life aside from your on-campus studies.

The MIV welcomes every candidate who has a diversified and flexible way of thinking and has the eagerness to actively commit to the MIV RA role.
ATTACHMENT 1 : RA Troubleshooting Flow Chart

※Basically, RAs are only to show the possible options for solution, to have the resident themselves to figure out a way to better resolve the issue. When in need of specialized assessment, always consult the In-House Advisors.

UTokyo General Consultation Unit
⇒ Mental issues, communication troubles, etc.

Student Counseling Center, etc.
⇒ Academic troubles, worries, etc.

UTokyo Harassment Counseling Center
⇒ Issues regarding harassment

MIV MANAGEMENT COMPANY

REQUEST FOR IMPROVEMENT

MIV IN-HOUSE ADVISORS
(UTokyo Faculty Members)

CONSULTATION & INFO. SHARING

Chief RA
1 Chief RA chosen per floor (Linear Bldg. 6/South Bldg. 1)
※Chief RA: Work in close contact with the In-House Advisors, UTokyo Housing Office and MIV management company representing all RAs.
※Consultations & Requests from Residents

UTOKYO HOUSING OFFICE

CONSULTATION & INFO. SHARING

RA:
Constant consultations with the In-House Advisors and UTokyo Housing Office available for troubleshooting. Other requests to be made through the Chief RAs.
※Requests towards the management company

INFORMATION SHARING

IN-HOUSE ADVISORS of other dorms
⇒ Regular meetings set 4 times a year with the in-house advisors at Kashiwa, Komaba Main and Komaba Annex lodges to share know-hows for troubleshooting.

CONSULTATION & INFO. SHARING

MIV RESIDENT
ATTACHMENT 2 : RA Meetings

③ RA MONTHLY MTG
(Hosted every month by Chief RAs, RA Attendance Mandatory)
【MTG Topics】
・Monthly Activity Reports, Case Studies & Know-How Sharing
・Troubleshooting Consultations・Issues and Requests regarding RA duties
・Future schedule sharing・Notifications from the UTokyo Housing Office & MIV Management Company

② RA GROUP MTG
【MTG Topics】
・Event Planning, etc.
・Issues regarding the living environments at the dorm, etc.

① RA TEAM MTG
【MTG Topics】
・Consultations on troubleshooting
・Issues & Know-How Sharing

Chief RA
Chief RAs are to arrange and hold the following meetings.
① RA Team MTG, ② RA Group MTG and ③ RA Monthly MTG

RAs：Request Chief RAs to arrange and hold ① RA Team MTGs and ② RA Group MTGs when deemed necessary