

**Application Information for the AY2024 Spring Mejirodai International Village
Dorm Resident Assistants (Dorm RAs)**

1. DORM DESCRIPTION

(<https://www.u-tokyo.ac.jp/adm/housing-office/en/housing/shukusha/mejirodai.html>)

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 consists 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※Dorm 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 DORM RESIDENT ASSISTANTS

We are recruiting the dormitory's resident assistants (Dorm RAs) as follows. For those interested in applying for the Dorm RA position, please submit the required documents by the given deadline.

1) Number of Dorm RAs to be Recruited

AY2024 Spring Recruitment: 15 persons

※See the Attachment for details on the Dorm RA requirements.

2) Term of Dorm RA Employment

2024/4/1~2025/3/31

* Employment of the Dorm RAs will basically be for 1 year from the date of their appointment. However, those who contribute greatly to the Dorm RA activity may be reappointed again for the succeeding year.

In contrast, those who constantly neglect to conduct their Dorm 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 Dorm RA may have their Dorm RA position revoked regardless of their Dorm RA employment period.

3) Eligibility

Students who fulfill all the conditions described below and who eagerly commit themselves to the designated Dorm 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 October 2024 are not eligible to apply.

① Students who are formally enrolled at UTokyo from April 2024 until the end of March 2025. * The enrollment period must be within the regular term of enrollment for the student's course duration.

② Current residents at the MIV Linear and South Bldgs. or those who can move-in

to the dorm from the start of April 2024, agreeing to reside at one of the designated Dorm RA rooms described below throughout their term of appointment.

All candidates will need to fulfill their Dorm RA job up till the end of March 2025.

- 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 Dorm RA as described in the attachment herewith.

4) Room Charges for the Dorm RAs

* Those appointed as the Dorm RA will be assigned to one of the designated C/D/R/S type rooms. Students already residing at the dorm will also need to change rooms after their appointment.

<Dorm RA Room Charges> (Shared C/D/R/S type room, 15 m²)

① ENTRANCE FEE *1	JPY 51,800
② ACCOMMODATION FEE	JPY 39,800/month
③ MAINTENANCE FEE	JPY 12,000/month
④ UTILITIES FEE *2	JPY 15,000/month
⑤ MATTRESS COVER FEE *3	JPY 3,630/month

*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. Those whose present permit of residence extends beyond April 2024 will not be charged of this fee at the time of their room change. 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.

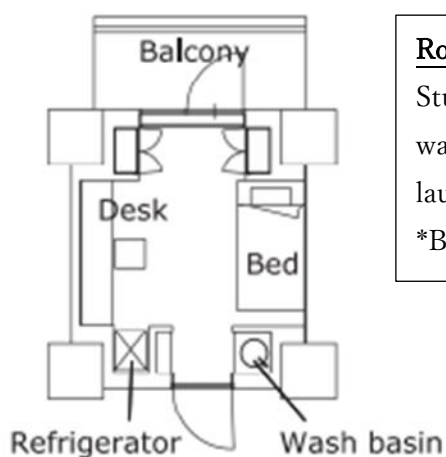
*2: Utilities fees include internet access service fees.

Residents can use the free Wi-Fi service provided at the dorm along with the U-Tokyo Wi-Fi, when needed.

*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.

<Dorm RA's Room Layout> (Shared C/D/R/S type room, 15 m²)



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.

5. CONTINUOUS RECEIPT OF YOUR RENT SUPPORTS

If you intend to continue receiving the rent support you are now getting after your appointment as a Dorm RA, be sure to inform the UTokyo Housing Office at the time you apply for the Dorm RA job. If they are not formerly notified, you may not have the correct bill issued at the time you move into the Dorm RA room.

Students must discuss whether or not they are able to continue receiving rent support with the relative department before applying for the Dorm RA job.

6. APPLICATION PROCEDURES

- ① Application Period: 2023/12/1(Fri.) ~ 2024/1/4 (Thu.) (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/waIuwxcIYl_Phe9HfFm1m1s8MBXQC2he-poQzfW2VaOb

※The above URL for uploading will be available until 2024/1/4 (Thu.) 24:00 JST.

Applications received past the deadline will not be included for selection process.

Dorm Resident Assistants (Dorm RAs) of the Mejirodai International Village

Housing Office
UTokyo Asset Planning Grp.

The dorm resident assistants (Dorm 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.

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 Dorm 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”](#)

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

1. MEMBERS OF THE DORM RA STUDENT TEAM

The MIV RA student team will basically consist of 10 Dorm 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 basic Dorm RA members for spring plus the 5 vacant positions of the autumn 2023 recruitment both of which are to be appointed for a full year’s term commencing from April, 2024.

The 20 Dorm RA members will 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 Dorm RA room will priorly be provided, the actual students to look after can be decide by mutual agreement of the Dorm RAs residing on the same floor. Dorm 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 DORM RAs

Many international students are not so fluent in Japanese. Therefore, Dorm 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 Dorm 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 Dorm 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. DORM RA DUTIES

The main duties of the Dorm RAs are as follows.

① Guidance for New Residents

Dorm RAs are to hold guidance for new residents twice a year, generally in April and October.

② Troubleshooting for Residents ※See Reference Material 1.

Dorm RAs are to decide which rooms they are to reside based on discussion with the other Dorm RAs at the first Dorm RA meeting. Each Dorm 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 Dorm RA Meetings ※See Reference Material 2.

All Dorm RAs are required to attend the monthly member meeting to share their own activities and the Dorm RA action policies, etc.

④ Planning & Holding Dorm Events

Dorm 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

Dorm RAs are to respond to emails sent from residents in the dorm.

⑥ Liaison Role

Dorm 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

Dorm 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) Dorm RAs do not need to be responsible to troubleshoot all issues alone.

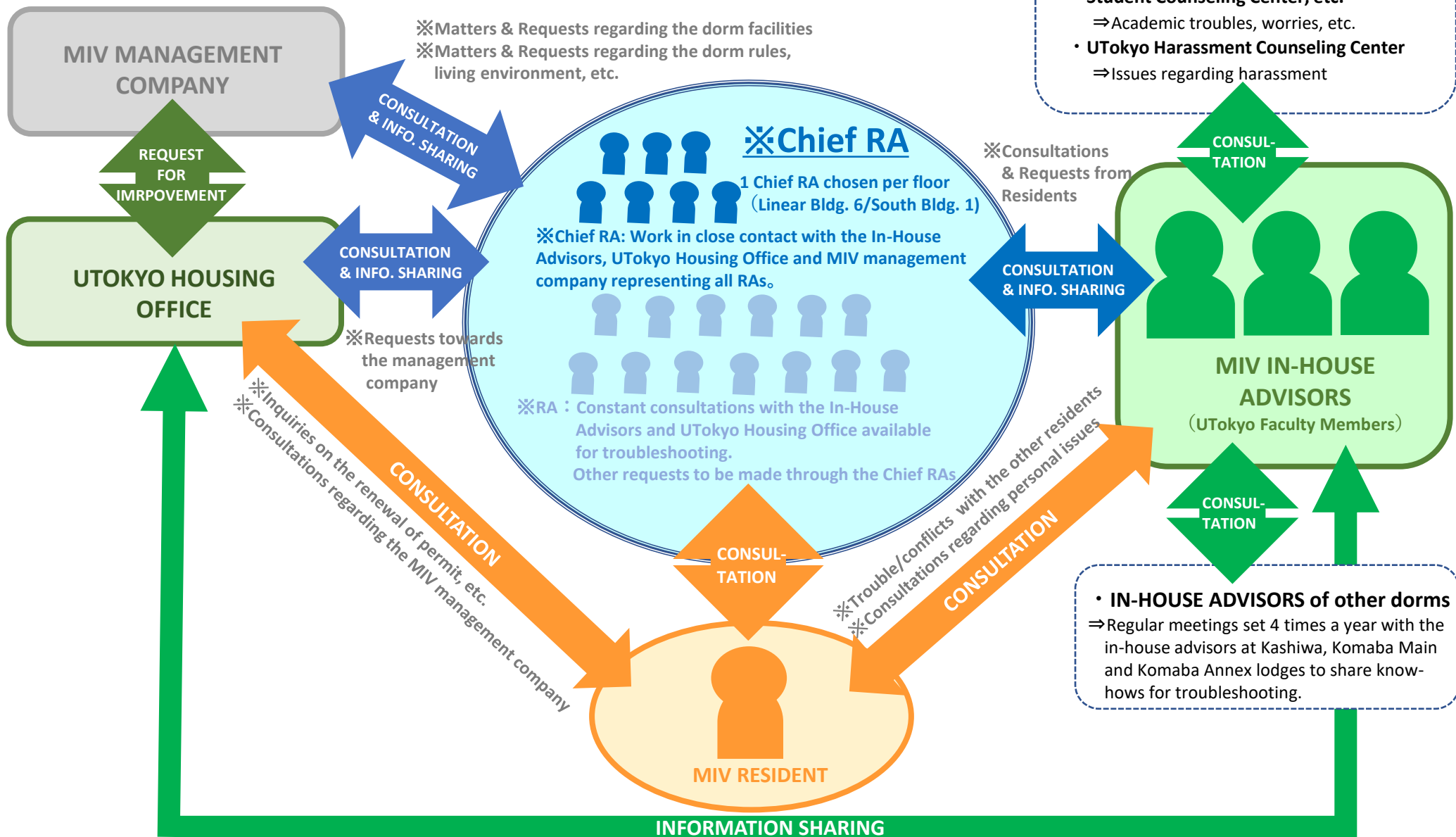
When a Dorm RA finds it difficult to handle issues on their own, make sure to always reach out to the other Dorm RA members, in-house advisors or the UTokyo Housing Office for the help required. Consultations are always available even though prior consent from the student involved could not be obtained, as long as distinctive information leading to the person's identification is withheld. The well-being of each Dorm 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 Dorm 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 a Dorm 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 Dorm 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.



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



(Tentative)
Members from the
International Students
Support Room (ISSR), etc.

② RA GROUP MTG

【MTG Topics】

- Event Planning, etc.
- Issues regarding the living environments at the dorm, etc.



MIV IN-HOUSE ADVISORS
(UTokyo faculty members)

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

UTOKYO HOUSING
OFFICE

MIV MANAGEMENT
COMPANY