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

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 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: 40011279.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 ㎡): Linear 544 units / South 96 units
・Shared Block C/D/R/S Type Rooms (15 ㎡): Linear 64 units / South 12unites
・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.

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 Autumn Recruitment
• Male floor Dorm RAs : 5 persons
• Female floor Dorm RAs: 3 persons
※See the Attachment 1 for details on the overall structure of the Dorm RA team.

2) Term of Dorm RA Employment
2024/10/1～2025/9/30
* 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 by following the designated procedures if their term of enrollment at the university is to fully cover up the above period of appointment.
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 October 2024 are not eligible to apply.
① Students who are formally enrolled at UTokyo from October 2024 until the end of September 2025.
② Current residents at the MIV Linear and South Bldgs. or those who can move-in to the dorm from October 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 September 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.

* Basically, only students within their regular term of enrollment are eligible to apply for the Dorm RA job, meaning that students who intend to extend their study/research period beyond their regular term of enrollment are not able to apply, except those returning from overseas study program(s) provided by the university.

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 are also required to change rooms after their appointment.

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

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>①</td>
<td>ENTRANCE FEE *1</td>
<td>JPY 51,800</td>
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<tr>
<td>②</td>
<td>ACCOMMODATION FEE</td>
<td>JPY 39,800/month</td>
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<td>③</td>
<td>MAINTENANCE FEE</td>
<td>JPY 12,000/month</td>
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<tr>
<td>④</td>
<td>UTILITIES FEE *2</td>
<td>JPY 15,000/month</td>
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<tr>
<td>⑤</td>
<td>MATTRESS COVER FEE *3</td>
<td>JPY 3,630/month</td>
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*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. (Fee only to be incurred by the newly entering students and those requiring renewal of contract from October, 2024.)

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㎡)

※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) 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 including the possession of electric heaters and use of candles and burn incense, etc. 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:  2024/6/10 (Mon.) ～ 2024/7/7 (Sun.) (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 required sections as instructed before submitting. All documents received will only be used for the Dorm RA selection process and will not be returned after submission.
④ URL for Uploading: Upload Forms 1 & 2 using the URL below.
   MIV Dorm RA Application
   ※The above URL for uploading will be available until 2024/7/7 (Sun.) 24:00 JST. Applications received past the deadline will be deemed invalid.
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, 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 and the Guidelines for Students on Diversity of Sexual Orientation and Gender Identity at the University of Tokyo formulated on February 6, 2024 before they are to conduct their duties.

- “The UTokyo Statement on Diversity & Inclusion”
- “Guidelines for Students on Diversity of Sexual Orientation and Gender Identity at the University of Tokyo”

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

1. THE MIV DORM RA POSITION

The Dorm RA of the MIV is a position that is duly appointed by the UTokyo Executive Vice President in charge of Asset Use Promotion who is the director of the dorm.

For the rules and regulations regarding the Dorm RA activity, please refer to the “Terms and Obligations of the Dorm Resident Assistants”.

2. MEMBERS OF THE DORM RA TEAM

The MIV Dorm RA team will basically consist of 20 students, half of which are to be recruited in autumn and the other half in spring every year, though the seasonal number of recruitment may vary.

The current number of openings for the 2024 Autumn Dorm RA recruitment is 5 persons
for the male-only floor and 3 for the female-only floor. r
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. The 
assigned area to look after at each floor can be decided through talks with the other Dorm 
RAs living 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.

3. 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.) for holding in-dorm events that would enhance interaction between 
residents as well as 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.

4. 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 receive consultations from other residents and provide the needed assistance for troubleshooting.

* Basically, there are 2-3 Dorm RAs assigned at each single-gender floor (capacity: 73-113 students/floor) for the Linear Bldg, where students are to decide their respective responsible area through talks with the other Dorm RA members. Dorm RAs at the South Bldg. are each to look after and support the 2 block residents that are divided by floor (capacity: 36 students/floor)

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. Members are to attend the meeting except for unavoidable reasons.

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 needed support. 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 needed.
Though the duties of the Dorm RAs listed above may seem a lot, the numerous encounters with the other students and working collaboratively with the in-house advisors, the relative departments at the university and the dorm management company in addition to the troubleshooting skills that are both to be experienced and acquired as a Dorm RA will become an indispensable asset 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 as a team.
基本上，RAは解決策の可能性を示すだけで、自ら解決策を見つけることを望む。必要に応じて専門的な評価を求める際は、In-House Advisorsに相談すること。
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