

## **Fall 2022 Start Application Details for Resident Assistant Position in the International House**

This opportunity is a best fit for students who:

- would like to live in a global environment
- are interested in different cultures and interact with different people
- would like to live in different parts of the world in the future
- would like to help other international students

### **What is a Resident Assistant?**

#### **Overview**

Resident Assistant (RA) is a student staff who live in the International House (I-House) with other residents and provide various kinds of support to them and daily operation of the residence. Their main duties include 1) planning, organizing, and operating in-house events, and 2) provide help and support to residents. They communicate with residents and help them find solutions. They also help international students who may need cultural and social support.

#### **Qualities and Skills that RAs are expected to possess:**

- Positive attitude toward interacting with others and understanding different cultures
- Language skills (especially Japanese and/or English)
- Enthusiasm toward study abroad or other global activities
- Willingness to support operation of the I-House and improve living environments
- Ability to manage own time and academic matters and be responsible for the RA position

#### **Why RA?**

You will be able to improve the following skills and abilities through RA activities:

Understanding of different cultures, communication skills, language skills, flexibility, leadership, and teamwork

The skills and abilities above should be the cornerstone for your future endeavor in the global society. Recently, there are companies that give positive evaluation to RA experience.

## **International House**

### **Overview**

International House opened in 2008 and has mainly accommodated international exchange students and researchers from overseas. The residence is a 15-minute walk from Hakusan campus and located in a quiet housing area. Designed by a non-Japanese architect, the I-House offers more space to each unit and room. From March 2022, it has been available to all degree-seeking students.

### **Residence information**

Address : 3-2-4 Sendagi, Bunkyo-ku, Tokyo

Access : 2 minutes from Sendagi station on foot

Built : August, 2008

Capacity : 7 stories, 55 units (117 beds)

Check out the residence's website for more information:

<https://www.toyo.ac.jp/contents/international-exchange/residence/index.php>



## **RA Position**

**Number of positions offered** 3

### **Start date and term 入居及び活動期間**

- Move-in date : September 1, 2023
- Term : Basically 1 year (Another 1 year may be added based on the mutual agreement between the RA and the University)

### **Housing fees**

- Initial moving-in fee: 50,000 JPY (non-refundable)
- Monthly fee : 57,000 JPY (utility and internet fees included)  
(The regular monthly rate is 81,000 JPY. The rate for RAs is reduced to help RA activities)
- Rental fee of bedding items (2,300 JPY) is additionally charged.

## **Duties and Responsibilities**

### **① In-house events**

- Organize and operate monthly events for residents (4 events per semester)

### **② Providing general support**

- Checking safety and sanitary within the residence
- Helping residents when moving-in and -out
- Supporting various orientations
- Communicating with the dormitory manager and the International Affairs Office
- Responding to emergency situations (sickness or injury)
- Communicating with residents who do not follow the rules (sharing that information with the dormitory manager and IAO)
- Supporting international students  
Following up after moving-in, residence registration, opening a bank account, accompanying to clinic, and more.
- Other kinds of support to realize safe and comfortable residence experience

### **③ Attending meetings**

- RA meetings

- Meetings with the dormitory manager and the IAO

## **Application Guidelines**

### **Eligibility**

Students who meet all of the following requirements:

- Being a Toyo's degree-seeking student
- Having IELTS 5.5 or equivalent English level
- Being able to live in the residence for the whole period of RA
- Understanding RA's duties and responsibilities and being able to fulfill them
- Observing the residence rules

### **Skills and experience desired**

- Experience of study abroad or interacting with people from various backgrounds
- Management experience (in student group, part-time job, or other situations)

### **How to apply**

Please start your application from the following link. Be sure that you read the occupancy guide and understand the residence rules before you apply.

Documents to be submitted :

- ① Application form (format available)
- ② Statement of purposes & self-introduction (free format)

You will be asked to submit the agreement form to the residence rules.

**Application closes :** June 20

**Apply from here** (<https://forms.gle/uMSovVSLHwj3Kxb7>)



## **Screening Process**

### **Screening schedule**

Document screening and one interview will be given. Screening will be given as we receive applications.

- Details about the interview will be informed individually.
- All contact will be through the university's email address (@toyo.jp) .

### **Moving-in & Training**

RAs will move in on September 1, 2023 and go through training sessions before other residents move in in the end of March. Details will be announced later.

### **Inquiry**

International Affairs Office (IAO) First floor of Building 8 in Hakusan campus  
Email [mlidorm@toyo.jp](mailto:mlidorm@toyo.jp) TEL 03-3945-8279