



Fall 2023 Start

Application Details for Resident Assistant Position in the AI-House

This opportunity is the 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 AI-House HUB-4 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 AI-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.

AI-House HUB-4

Overview

AI-House HUB-4 will open in March 2022. It does not stay in the sphere of “a place to live” but functions as “a place to learn and interact,” where students from different cultural and social background meet. The residence is designed for various activities and has a lot of common spaces such as study rooms, multi-purpose rooms, music room, and shared kitchens. It offers first-hand and lively experience that you may not be possibly experience in university classrooms.

Facility information

Address : 1-7-37

Access : 8 minutes from JR Akabane station on foot
About 45 minutes to Hakusan station

Built : January 2022

Facility : 288 regular dormitory rooms (9 m²) , 4 accessible rooms

○Study Hall ○RA meeting room ○AI Studio ○Music Room ○AI Kitchen ○
Multi-purpose Rooms ○Shared kitchens ○Laundry ○Shower rooms

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

Around 10

Start date and term

- Move-in date : August 11, 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 : 72,000 JPY (utility, internet fees, and 2 meals on week days included)
(The regular monthly rate is 96,000 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 (3 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

Once you are hired as an RA and complete the term or leave the position in the middle of the term, you may not remain staying in the AI-House as a regular resident.

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 on : June 20, 2023

Please apply from here (<https://forms.gle/1xuDygXYdEEtk1FQ8>)



Screening Process

Screening schedule

Document screening and one interview will be given.

Document screening and interview will be conducted 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 August 11, 2023 and be asked to attend training sessions on August 23 and 24. Details will be announced later.

Inquiry

International Affairs Office (IAO) First floor of Building 8 in Hakusan campus

Email mlidorm@toyo.jp TEL 03-3945-8279