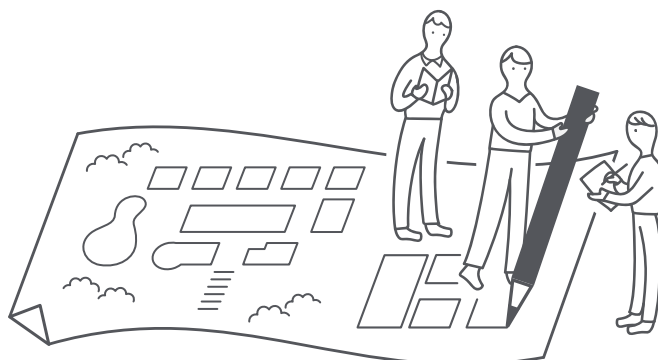


H Village

Unit Leader Application Guidelines



The H Village is seeking to assign one “Unit Leader” to each five-person unit to maintain a comfortable living environment in the unit and to manage the dormitory in a way that incorporates student voices.

Those who wish to apply for a Unit Leader position should read these application guidelines carefully and complete the necessary application procedures.

■ The Role of the Unit Leaders

Unit leaders take the initiative in maintaining a comfortable living environment and solving problems within their units. They are responsible for assisting the dormitory manager, the dormitory management company, and the university in managing duties related to the operation of the dormitory on their behalf. (Dissemination of information, coordination with other units, etc.)

One “**House Leader**” (unsalaried) will be selected for each House from among the unit leaders. The house leader is responsible for maintaining a comfortable living environment and solving problems in the shared area of their assigned house and across the H Village as a whole. House leaders will participate in the H Village Management Council meetings organized by the dormitory management company and the university as representatives of the dormitory students.

■ Eligibility

Applicants must satisfy all of the following conditions ①~③:

- ① Enrolled as a full-time student at Keio University as of April 2024.
- ② Able to reside in a unit room at the H Village for at least one year from April 2024.
- ③ Motivated and fully understand the role of the Unit Leader.

■ Tasks

① Supporting residents moving in and out of the dormitory	<ul style="list-style-type: none"> • Handling dormitory move-in procedures (building tours, orientations) with the dormitory manager, the dormitory management company, etc. • Follow-up on students moving out of the dormitory with the dormitory manager, the dormitory management company, etc. (checking for forgotten items, etc.)
② Supporting events at the dormitory	<ul style="list-style-type: none"> • Planning, preparing, and organizing events with the dormitory manager, the dormitory management company, etc.
③ Assisting fire drills	<ul style="list-style-type: none"> • Assisting the dormitory manager, the dormitory management company, etc. with fire drills
④ Managing the shoe boxes	<ul style="list-style-type: none"> • Warning those leaving shoes in shared shoe boxes for long periods of time
⑤ Managing the shared kitchen	<ul style="list-style-type: none"> • Warning those who don't clean up used dishes, utensils, etc. • Warning those bringing equipment used in the shared kitchen into the unit
⑥ Managing the laundry room	<ul style="list-style-type: none"> • Warning those who don't promptly pick up finished laundry
⑦ Managing loaned-out equipment	<ul style="list-style-type: none"> • Warning those not returning loaned-out equipment • Thoroughly implementing vacuuming and garbage disposal in units
⑧ Managing the refrigerator	<ul style="list-style-type: none"> • Managing the (insides of) units' refrigerator
⑨ Managing the Learning Commons and other shared areas	<ul style="list-style-type: none"> • Warning those leaving personal belongings unattended for long periods of time
⑩ Attending Unit Leader Meetings	<ul style="list-style-type: none"> • A unit leader meeting will be held at each House regularly to exchange information on problems in the units and to discuss their solutions • Report the details of the meetings to the dormitory management company and the university through monthly reports of unit leader.
⑪ Submitting monthly reports as a unit leader.	<ul style="list-style-type: none"> • Submit monthly reports through the dormitory system. Provide updates on meeting discussions, the condition within the unit, and report any issues or incidents that may have occurred.

*The tasks are subject to change in discussion with the dormitory manager, the dormitory management company, and the university.

■ Term and Salary

- **Term:** 1 year (renewable)
- **Salary:** Unit leaders will receive a monthly allowance of 5,000 yen from the dormitory management company. (If you are appointed as "House Leader," an additional allowance will not be paid.) Please note that if you move out during the month or are dismissed from your unit leader role, forget submitting monthly reports, you may not be paid the full amount.

■ Application method, period, and where to submit

● Application method:

Prepare the following documents and upload them via the prescribed online form to apply.

① H Village Unit Leader Application Form

② Documents relating to academic grades

- Current students (those enrolled for more than two semesters): Submit a copy of your most recent transcript
- New students and current students in their first semester: Submit an Official School Report from your high school, etc.

● Application period: Same as the application period for dormitory admission

• First application period:

9:00 a.m. on Friday, December 15– 3:00 p.m. on Tuesday, December 19, 2023 (JST)

Eligible students:

Current and new students (self-recommended admissions (admission of AO),
returnee entrance examinations, graduate(s) of Keio Academy of New York)

• Second application period:

9:00 a.m. on Tuesday, February 27 – 3:00 p.m. on Friday, March 1, 2024 (JST)

Eligible students:

Current students (excluding those who applied in the 1st term), new undergraduate students (general entrance examinations, graduate(s) of Keio University Affiliated Schools, etc. (excluding Keio Academy of New York)), and new graduate students

● Where to submit:

<https://forms.gle/jhDGypyPkbvTpcqB7> (←Available only during the Application period)

※When you apply for unit leader by online, you need to fill out <these contents>. Please make sure to prepare the answer and the document you need to register beforehand.

■ Announcement of selection results and procedures after acceptance

- **Selection results:** All applicants will be notified by email **within two weeks after the respective application deadlines** for the first and second application periods.
- Unit leaders will be selected through a document screening process based on academic achievements, application details, etc.
- After moving into the dormitory, the selected applicants must follow the instructions of the dormitory management company and complete the prescribed procedures.
- Note that the application details may be shared with the dormitory management company as needed for business purposes.

■ Obligation of confidentiality

Unit leaders and House leaders are subject to an oath of confidentiality. Never divulge personal information obtained in the course of your tasks. Please take the utmost care in handling materials containing personal information.

■ Dismissal from the Unit Leader role

The student may be dismissed from their role even in the middle of their term if they take a leave of absence or withdrawal from the university, neglect their duties as a unit leader, do not abide by the dormitory rules and/or etiquette, or are otherwise deemed unsuitable by the university management company or the university.

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