

The Office of Global Programs at St. John's University in Rome, Italy, is seeking Resident Assistants. We request that all interested candidates apply with a cover letter, resume and filled form (below) by emailing STJRomeJobs@stjohns.edu by July 31, 2019. Please note that a cover letter is required for consideration. Legal ability to work in the EU and attendance at a University are essential. The position for the Fall 2019 semester will extend from **August 19 to December 22, 2019**.

St. John's University is an Equal Opportunity Employer and encourages applications from women and minorities. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, or any other characteristic protected by law.

Position Summary:

Reporting to the Residence Director, the Resident Assistant serves as the primary day-to-day support to students.

Duties / Expectations / Requirements include:

- Abiding by and upholding St. John's policies and rules
- Performing overnight on-call hours or in office hours every week- during the week and two weekends a month
 - When on-call, must be within 10 minutes of campus, and somewhere that you could hear a cell phone
- RAs will have designated office hours two days per week during your on call hours where you will be expected to assist in administrative work or organize event programming
- RAs are responsible to assist resident students when needed^{39.4}
- Serving as a point of contact for all students
- Assisting with move-in/move-out days and check-in/check-out procedure
- Must be available on every arrival and departure week to perform necessary arrival/departure tasks
- Preparing rooms for student arrival
- Assisting with linen distribution once every five weeks
- Participating in two student programs during the semester
- Perform building check rounds when on call
- Overseeing and maintaining the student lounges, kitchens, and regularly clean out refrigerators
- Weekly meetings with supervisor
- Other duties as assigned

Qualifications:

- Fluency in Italian and English required
- Experience with study abroad programs preferred
- Excellent oral, written, computer and interpersonal skills
- Experience with educational systems in both Italy and the U.S. preferred
- Good team player, responsible and able to excel with minimal supervision
- Strong client service orientation
- Legal ability to work in the EU is required

RA Application Form

Name _____

School of attendance _____

Major _____

Have you been an RA before? _____

 If yes, where? _____

 When and for how long? _____

Why do you want to be an RA here in Rome? _____

Skills that would assist you in this position _____

Would you be comfortable running programming? What are some ideas you have for programs?_
