

Requirements and Expectations for Resident Assistants

The Resident Assistant position for the Summer 2020 sessions will extend from **May 9 to August 11 2020**.

Duties / Expectations / Requirements include:

- Abiding by and upholding St. John's policies and rules.
- Authorization to work legally in Italy/EU.
- 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.
- 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
- Meeting once a week with RD or AD
- Other duties as assigned

RA Application form

*Please type answers, attach resume/CV, and email them to Rebekah Sagredo
(at sagredor@stjohns.edu).*

Name:

School of attendance:

Major:

Phone number:

Email address:

Skills that would assist you in this position: (language, etc)

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? _____

What do you consider to be your strengths? _____

What do you consider to be your weaknesses or areas where you will struggle in this job?

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

Please attach a copy of your resume or CV. Thank you for your interest.