



Cornell University
College of Architecture, Art and Planning

Cornell in Rome
Piazza Benedetto Cairoli 6, 00186 Roma
t. +39 06 6897070 f. +39 06 30194092
www.rome.cornell.edu
C.F. 07908720589
Iscr. Trib. di Roma n. 382

Job Description:

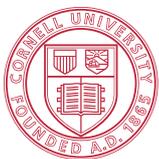
Cornell University in Rome is looking for a 5 months maternity leave substitution for a **Program Coordinator** position starting at the end of June 2021. The Program Coordinator is a full-time employee who provides a range of program and student services for Cornell in Rome in support of the College of Architecture, Art, and Planning.

The program coordinator will be based in Rome, Italy and will be responsible for managing 9 rental properties housing faculty and students and the 7.750 sq. ft. Cornell in Rome program facility located in a 17th century Palazzo in the center of Rome; advising students on matters related to student life in Rome; responding to student or facility emergencies, including after-hours support; developing and leading student orientations and the Rome cultural activities program for 60 students each semester; supporting faculty and students with program planning and logistics coordination; and supporting the communications team in Ithaca, NY to maintain the Cornell in Rome website and blog.

Essential responsibilities and functions are summarized and divided into the following categories.

Administrative and Facilities Support:

- Author and oversee the college's rolling 5-year plan for rental properties housing faculty and students and the Cornell in Rome program facility.
- Monitor and manage maintenance and daily operations of the apartments and academic facilities, with continuous attention to faculty and student needs. Oversee repairs, installations and renovations including bid process and supplier/trades selection, and related contracts.
- Oversee cleaning services; Follow up and resolve problems; Oversee inventory and purchase of supplies for the furnished apartments.
- Visit apartments regularly to check on conditions and ensure safety requirements; follow up with Cornell occupants, or landlords, on problems.
- Oversee coordination and scheduling for academic classrooms and studios with attention to unique A/V or set-up requests for lecturers and visitors. Develop inventories, schedules and reports in support of program activity.
- Manage the different steps of Student Presence Declaration procedures, including accompanying students to required appointments and facilitating communication with local authorities
- Work with IT Solutions team leader in Ithaca to optimize IT solutions for students and faculty in Rome facilities including cloud-based computing and rendering, and application streaming.
- Working with AAP Academic Services in Ithaca, utilize Cornell Sales Force database to access student information needed prior to their arrival Rome - travel plans, special health issues, housing preferences, etc.
- Work with the College's AAP Communications team in Ithaca to update and maintain the website and blog.
- Instruct faculty in Rome on the use of Cornell's Canvas and PeopleSoft Faculty Center in order for them to instruct students with course assignments, submit grades, etc.
- As directed, undertake special assignments and projects in support of faculty and the Administrative Director in, for example, reception, reporting and documentation, filing, budget, or general support.
- Conduct student and faculty orientation in Rome
- Develop and lead student orientations and the ongoing AAP Rome cultural and extracurricular activities program for the students each semester. Example activities include Italian language exchange, sports and cultural events, tours and other recreational events.
- Serve as Italian language/Rome city resource for students and faculty by helping them research their needs/extracurricular interests and offering practical advice on day-to-day living in Rome, insight into the culture of the city, and general tips.
- Coordinate student exhibitions in collaboration with students, faculty and other program staff.



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- In concert with the AAP Academic Services, draft publications and student communications regarding guidelines for new arrivals, directions from the airport to the facility, as well as other tip sheets and packets for daily apartment living and facility usage.

Supervision and Student Support:

- Train, assign responsibilities to and supervise new student employees each semester in library, communications, office and IT support roles. Work with the AAP Communications team in Ithaca to update and maintain the website and the weekly student written blog. Approve writing submissions from bloggers.
- Arrange for and oversee video and photo documentation by students for academic and other events.
- Develop, implement, and coordinate administrative supports for academic endeavors including final student registration.
- Provide a variety of support and limited advising to students in need. Be on-call 24 hours a day in the event of a student or facility emergency. Occasional accompanying of students as they receive medical attention is required.

Field Trips:

- Liaising with the Rome Academic Director and other faculty, and the Administrative Director, and assuring compliance with Cornell best practices and policies, plan and coordinate field trips to support the academic programs. Arrange transportation, meeting spaces, lodging and other logistics.

Other:

- Provide additional administrative support and other duties as directed by the Administrative Director including providing coverage during periods when Director is away from the office.

Required qualifications:

Associate's degree and 2-3 years of experience or equivalent combination. Full-time residence in Rome, Italy, and fluency in Italian and English are required.

Preferred qualifications:

- Bachelor's degree or equivalent.
- Experience with Italian service providers/trades people and Italian culture.
- Experience with American student groups/faculty. Excellent communication skills including presentation skills.
- Excellent organizational skills including proven ability to plan events.
- Experience in the visual arts preferred.
- Extensive knowledge of the city of Rome and Italian as well as American culture.
- Significant first-hand living experience in the city of Rome and preferably as a study abroad student.

To be considered, please submit a brief statement of intent, resume/CV, and names and contact details (phone and e-mail address) of three (3) professional references via e-mail at cornellinrome@cornell.edu. The e-mail subject line should include the following reference code: FDR_CIR_PC_0002

Remarks:

- Visa sponsorship is not available for this position. Full-time residence in Rome, Italy and a valid Italian work permit are required.



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- Pre-employment verifications including reference and background checks will be required.
- Relocation assistance is not available for this position.
- Only shortlisted candidates will be contacted for the interview.
- No correspondence will be entertained from candidates regarding delays, conduct & result of interview and reasons for not being called for interview.
- Cornell University and Cornell-affiliated entities reserve the sole right to alter/modify/cancel the entire selection process or the position or the vacancy or to disqualify any candidature at any stage of the selection process.

Important Notice to Applicants:

Applying for this position authorizes Cornell to contact any of your schools, your current* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information.

You certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate.

Any misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Cornell and is cause for immediate termination if employed. In addition, you certify that your conduct and performance in current or past employment, has been in accordance with policies, procedures, laws and regulations.

(* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)

EEO Statement:

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans and Individuals with Disabilities. Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students, and staff impart an uncommon sense of larger purpose, and contribute creative ideas to further the university's mission of teaching, discovery, and engagement.