

## **TRAVEL PLANNER, COORDINATOR and ASSISTANT to the ISU Rome Resident Director**

### **Position Description**

The Trip planner, Coordinator and Assistant to the ISU Rome Director (TCA) is a part time employee (20 h/week) and twelve months position. The TCA collaborates with the on-site Director in planning local, national and international trips, assists with student affairs and administrative matters related to the operations at ISU Rome.

The Assistant to the ISU Rome Director plays an integral part in the development and the promotion of the ISU Rome Center in helping with the day to day administrative and logistic activities as well as supporting new initiatives.

### **Responsibilities are summarized and divided in the following three categories:**

#### **TRAVEL PLANNING (in Rome, Italy and Europe) in collaboration with Director and Faculty:**

- Makes reservations for site visits (museums, archeological sites, showrooms etc.), the study trips and overnight stays during field trips (hotels, hostels etc.) of the various programs hosted at ISU Rome.
- Asks for the necessary permits and special admission for group visits at the appropriate offices.
- Searches for appropriate accommodation (hotels, Airbnb etc.) for visiting faculty and special guests of the ISU Rome Center.
- Assists the on-site director and the director of international programs in Ames with the arrival/departure procedures including the reservation of shuttles for students and visiting guests.
- Works with the director in planning, finalizing and implementing the travel itineraries of the various programs as well as the cost estimates and budgeting of the program expenses.
- Assists the director in searching local guides and local experts in order to support the visiting faculty and their pedagogical aims.

#### **LOGISTICS and ASSISTANCE to the Director:**

- Assist the on-site Director with logistic and administrative functions for day-to-day operation at the ISU Rome Center.
- Assists the on-site Director in preparing students' list, handouts, phone contacts and safety instructions distributed at ISU Rome.
- Facilitates communication with other ISU Rome staff members and with the ISU home campus in Ames.
- Assists in labor matters, for example communicates staff hours every month to the labor consultant.
- Assist the on-site director in coordinating the staff, overseeing the facilities and implementing safety procedures and security measures.
- Supervise part-time student staff and student workers in the support services they offer to the Rome Program and its professional staff.
- Assists if necessary with special events and receptions for visiting faculty, donors, special guests or other visiting programs

**OTHER:**

- Operates at the front desk and responds to the incoming phone calls.
- Assist the director in documenting ISU Rome events and promoting the Rome program on Social Media.
- If necessary accompanies students or faculty to the closest pharmacy or medical point nearby.
- Participate one weekend/month in the 24/7 on-call emergency response system for the ISU Rome community.

**Qualifications**

- Bachelor's degree
- Prior experience in an Study Abroad Program preferred
- Good understanding of US higher education Proficiency (written/spoken) in English and Italian languages
- Strong presentation, written and verbal communication skills
- Demonstrated organizational skills and ability to work on multiple projects both independently and as part of a team including sensitivity to cultural differences
- Demonstrated leadership ability and ability to work effectively with staff
- Demonstrated skills in crisis management.
- Proficiency in Microsoft Office and ability to learn new computer applications.
  
- Demonstrated ability to collaborate with local offices and departments in Rome and Italy.
- Immigration status permitting work in the EU (citizenship) or the ability to obtain a work visa in Italy

**Additional Information**

**Applications will be accepted until the position is filled. Position is to begin July 1st 2022.**

**Applications must be submitted to Pia Katharina Schneider, Director of ISU Rome Center**

**[pschneid@iastate.edu](mailto:pschneid@iastate.edu).**

**Applicants are asked to submit (1) cover letter, (2) curriculum vitae or resume, and (3) the names and contact information of three individuals prepared to provide professional references.**

Iowa State University is an Equal Opportunity/Affirmative Action employer with a strong commitment to hiring for our mission and diversifying our faculty.

In order to gain a clearer understanding of ISU's mission, candidates should consult our website at

<https://www.president.iastate.edu/projects/mission>

For information about the university's College of Design Rome Program, candidates may consult our website at <https://www.design.iastate.edu/rome-program/>

Applications from women and minority candidates are especially encouraged.