STUDENT LIFE COORDINATOR

Job Description

Under the direction of the Associate Director of Student Life (Assoc. Director), and as part of the Student Life Team, the Student Life Coordinator is responsible for coordinating student health, wellness services and student engagement. Additionally, the Coordinator serves as a resource for student-related issues, including health monitoring and promotion of a healthy lifestyle, and diversity and inclusion initiatives.

The position requires serving as a member of the TUR on-call emergency staff (in conjunction with the Senior Student Life Coordinator) and supporting students and families in dealing with local practitioners, and the health insurance provider.

Essential Duties and Responsibilities:

- Supports students' physical and mental health and wellness; meets with students as needed and serves as first point of contact for all student-related issues that arise.
- Handles student emergencies; monitors the program's emergency phone; accompanies students to urgent medical visits or hospital stays as needed.
- Coordinates and organizes activities to engage students with campus life, promote wellness and address topics of diversity.
- As part of the Student Life team organizes students’ arrivals and participates in their orientation activities.
- Refers students as appropriate to Temple Rome's network of mental and physical health practitioners, assists students with any necessary paperwork or documentation required.
- Organizes and runs events related to student development/cultural adjustment.
- Supports the Senior Student Life Coordinator in coordinating housing assignments, questions, and issues in the Temple facilitated housing.
- Keeps the Assoc. Director informed of all student-related issues.
- Handles accommodation requests for students with special needs or disabilities, working with faculty as appropriate on behalf of students.
• Reports student conduct issues to the Assoc. Director for Temple Rome and assists with organizing hearing a report keeping.

Working Conditions and Environment
Temple University Rome has a small team of staff that work very closely together on campus initiatives and supporting the student experience in Rome. Temple Rome offers a fixed-term contract with the potential to renew after the term ends, and a competitive salary. Temple University Rome is an equal opportunity employer, and all applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply
Applicants must submit the following materials to temple.rome@temple.edu with the subject “Student Life Coordinator application”.

• Resume
• Cover letter
• Two references with names, relationship to applicant, and contact details

Finalists will be contacted for an interview with Temple Rome staff.