

Temple University Rome Alumni Educational Assistantship Program

The Temple University Rome Alumni Educational Assistantship Program provides two to four qualified, responsible TUR alumni the opportunity to continue their studies, while learning in-depth about the internal workings of a premier study abroad program, and participating in and supporting the Temple Rome program from **August 23, 2022 until July 22, 2023**.

Details: The schedule for the assistantship will average 20 hours per week throughout the academic year. The Educational Assistantship is provided in the form of a grant which includes: tuition for a mandatory course of study/internship each term (including all excursion fees); an apartment in the Student Apartments for the full-time period; one round-trip plane ticket from the US to Rome, monthly stipend, Italian sim card, and health insurance. Assistants will be on a student visa while participating in the Program and will not be eligible to legally work in Italy. Temple Rome reserves the right to discontinue the Assistantship and retract the visa at any time due to unsatisfactory performance or unprofessional behavior.

Duties and Responsibilities: Assistants will need to be flexible and willing to learn about and assist in all aspects of the study abroad program. Assistants are expected to serve as positive role models, act in a professional manner at all times, and comply with all Temple Rome and Temple University policies regarding student/staff interactions.

Each Assistant will have three distinct roles:

- **An administrative position** that will include learning about and working closely with the student affairs department while supporting TUR's weekly events. The role includes working in a variety of other areas, including but not limited to fulfilling graphic design needs, orientation planning and presenting, recruiting activities, assisting with marketing and communication campaigns as well as basic administrative assistance for faculty and staff (20 hours/week).
- **A Resident Assistant position**, which includes working with the residence staff and the Student Life team to enforce the rules and policies of Residence Candia; responding to any crises and problems that may arise at the residence, during on call shifts (from 8pm-8 am M-F, weekends, and school holidays), mediate students conflicts and facilitate agreements. These shifts are divided equally between the assistants. When on call, they must be reachable and able return to the residence in timely fashion, in the case of an emergency. On call hours are not included in the 20 hours/week mentioned above.
- **A chaperone position** for class field trips and excursions when additional staff support is needed. These trips are not included in the 20 hours/week, but all expenses of the excursion (transportation, accommodation, entry fees and some meals) will be provided by Temple Rome.

Housing: Assistants will be provided private accommodation in Temple Rome housing as part of the educational grant.

Classes/Internship: Educational Assistants will be required to enroll in a class each semester. Accepted assistants who have taken only two prior Italian courses will be required to take Italian at Temple Rome as their fall semester course. Assistants choosing to participate in an internship as their course will be held accountable to the same academic requirements of the internship as all

students, including: signing a contract, regular meetings with internship advisor, weekly journal and a final paper/presentation. The hours of the internship cannot conflict with the Assistant's schedule at Temple Rome.

Qualifications:

Required:

- Graduated from an accredited U.S. college or university
- Participated in the Temple Rome program
- Taken some college level Italian course
- Demonstrates passion and enthusiasm for student life and study abroad
- Demonstrates flexibility

Preferred:

- Prior experience as a Resident Assistant, Peer Advisor, or other relevant position
- Intermediate to advanced proficiency in Italian
- Skilled in Adobe Suite (Illustrator, Photoshop, InDesign, Premiere) and graphic design
- Skilled in photo/video editing

Program covers:

- Tuition for mandatory course
- Housing in Residence
- R/T flight from US (arriving in August 2022, departing in July 2023)
- Permit to stay costs
- Monthly transportation pass in Rome
- Student health insurance
- Travel/food expenses when part of work or a course

To apply:

Applicants must complete our [online application](#) submitting the following:

- a resume
- two references with names, relationship to applicant, and contact details
- a cover letter
- not required (but welcomed): a small digital portfolio of graphic design, photo, and/or video (short) work; sent as an email attachment

The deadline for applying is March 15, 2022; finalists will be contacted for a skype interview; applicants will be notified of the final decision on or about April 1, 2022.