

## **Temple University Rome Alumni Educational Assistantship Program**

### **Job Overview**

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 either from **August 27, 2024 until July 27, 2025** or from **January 2, 2025 until December 21, 2025**.

### **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 U.S. to Rome
- Monthly stipend for food/personal expenses
- Italian SIM card
- Health insurance
- Permit to stay costs
- Monthly transportation pass in Rome
- Travel/food expenses when part of work or a course

Assistants will be on a student visa while participating in the program and will not be eligible to legally work more than 20 hours while 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, social media responsibilities, 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 housing staff and the Student Life team to enforce the rules and policies of student housing; responding to any crises and problems that may arise at the residence, during on call shifts (24 hours on M-F, weekends, breaks, and school holidays), mediate student conflicts and facilitate agreements. These shifts are divided equally among the assistants. When on call, they must be reachable and able return to Prati 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 a private room in student housing as part of their grant. The apartment may be shared with at least one other assistant working at Temple Rome for the academic year.

## **Classes/Internship**

Educational Assistants will be required to enroll in a class each semester. Accepted assistants will be required to take Italian at Temple Rome as their first 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

## **To Apply**

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

- Resume
- Cover letter
- Two references with names, relationship to applicant, and contact details
- Not required (but welcomed):

- a small digital portfolio of graphic design, photo, and/or video (short) work.

**The deadline for applying is February 25, 2024.** Finalists will be contacted for a video call interview with Student Life staff. Applicants will be notified of the final decision by mid-April 2024.