

Temple Rome Entry Year (TREY) Alumni Educational Assistantship Program

Job Overview

The **Temple Rome Entry Year (TREY) Alumni Assistantship** offers a year-long, part-time position to a candidate seeking to learn about the internal workings of a premier study abroad institution by supporting Temple University Rome staff in the programming and support for its first-year undergraduate program. This assistantship will be held in Rome from **May 13, 2024 until April 27, 2025**.

Details

The TREY Alumni Assistantship position will average 20 hours per week throughout the academic year. Compensation is provided in the form of a grant which includes:

- Tuition for a mandatory course of study/internship during each term (including all excursion fees);
- A room in first-year student housing 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

The assistant 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

The TREY Alumni Assistantship position seeks a candidate who is eager to be a mentor and liaison for first-year students participating in the Temple Rome Entry Year Program. The assistant is expected to serve as a positive role model, act in a professional manner at all times, and comply with all Temple Rome and Temple University policies regarding student/staff interactions. The assistant will have the following distinct roles:

- **A teaching assistant position** that supports the First Year Seminar course in the fall semester only, designed to assist the transition from high school to university.

- **A student support position** that includes being the first point-person and mentor for first-year students; being a liaison between first-year students and the Student Life Team; assisting with student orientation.
- **An event programming position** that includes creating and executing first-year programming that supports student well-being, anticipating the specific needs of a first-year study abroad experience.
- **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 (M-F, weekends, and school holidays); and mediating students conflicts and facilitate agreements. These shifts are divided equally between the assistants. When on call, they must be reachable and able return to student housing in a timely fashion, in the case of an emergency. On call hours are not included in the 20 hours/week.
- **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

The TREY Alumni Assistant 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 who have taken only two prior Italian courses 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:

- Bachelor's Degree from an accredited U.S. college or university
- Relevant experience working with students, university admissions, and/or study abroad programs
- Relevant experience with student programming
- Demonstrates passion and enthusiasm for student life and study abroad
- Demonstrates flexibility

Preferred:

- Participated in an accredited study abroad program
- Alumnus of Temple Rome
- Event planning experience
- Intermediate to advanced proficiency in Italian
- Knowledge of Mailchimp

- Knowledge of Adobe Suite (Illustrator, Photoshop, InDesign, Premiere) and graphic design

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, social media content, and/or video (short) work.

The deadline for applying is February 25, 2024.

Finalists will be contacted for a video call interview with Temple Rome Student Life staff.
Applicants will be notified of the final decision by the end of March, 2024.