

## **Temple Rome Entry Year Assistantship**

### **Job Overview**

The Temple Rome Entry Year (TREY) 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 recruitment, programming, and promotion of its first-year undergraduate program. This assistantship will be held in Rome from **August 23, 2022 until July 21, 2023**.

### **Details**

The TREY 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 shared apartment in 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 Assistantship position seeks a flexible, organized, and enthusiastic candidate who is eager to learn about and assist in all aspects of 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 three distinct roles:

- **A recruitment position** that includes learning in-depth about Temple Rome program offerings; researching opportunities to connect (both virtually and in-person) with high school students and counselors; organizing visits to university fairs and high schools; speaking about Temple University and the Rome Entry Year Program through presentations, class visits, one-on-one student meetings, etc.; following up with students and counselors.
- **A student support position** that includes being a resource and mentor for first-year students; being a liaison between students and the Student Life Team; assisting with student Orientation.
- **An outreach position** that assists in creating content for prospective students, their families, and counselors including but not limited to: social media, email marketing, and printed materials.

## **Housing**

The TREY assistant will be provided a private room in student housing as part of their grant. The apartment will be shared with at least one other assistant working at Temple Rome for the academic year.

## **Classes/Internship**

The assistant will be required to enroll in a class each term: fall, spring, and summer I. Those who have taken no prior Italian courses will be required to take an Italian class at Temple Rome during their starting semester.

## **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
- Demonstrates public speaking skills
- Demonstrates passion and enthusiasm for student life and study abroad
- Demonstrates flexibility

Preferred:

- Participated in an accredited study abroad program
- Intermediate to advanced proficiency in Italian
- Alumnus of Temple Rome
- Knowledge of Mailchimp
- Knowledge of Adobe Suite (Illustrator, Photoshop, InDesign, Premiere) and graphic design
- Skilled in photo/video editing

**To Apply**

Applicants must submit the following materials via [this link](#).

- 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; sent as an email attachment

The deadline for applying is **March 15, 2022**; finalists will be contacted for a video call interview with Temple Rome Entry Year staff; applicants will be notified of the final decision in April 2022.