

Temple University Rome Alumni Educational Assistantship Program

Job Overview

The Temple University Rome Alumni Educational Assistantship Program offers two to four qualified, responsible Temple University Rome (TUR) alumni the opportunity to further their studies while gaining in-depth knowledge of the internal workings of a premier study abroad program. Assistants will participate in and support the Temple Rome program from either **August 25, 2025, to July 26, 2026**, or **January 5, 2026, to December 20, 2026**.

Details

The assistantship will average 20 hours per week throughout the academic year. It is offered as a grant, which includes the following benefits:

- **Tuition** for a mandatory course of study or internship each term (including all excursion fees)
- **Accommodation** in Temple Rome-arranged housing for the full duration of the program
- **One round-trip plane ticket** from the U.S. to Rome
- **Monthly stipend** for food and personal expenses
- **Italian SIM card**
- **Health insurance**
- **Permit to stay costs**
- **Year-long transportation pass** in Rome
- **Travel and food expenses** when part of work or coursework

Assistants will be on a student visa and may only work up to 20 hours per week while in Italy. Temple Rome reserves the right to terminate the assistantship and retract the visa at any time due to unsatisfactory performance or unprofessional behavior.

Duties and Responsibilities

Assistants must be flexible, eager to learn, and prepared to support all aspects of the study abroad program. They are expected to be positive role models, act professionally, and adhere to Temple Rome and Temple University policies regarding student/staff interactions.

Each assistant will have four distinct roles:

1. **Administrative Role:**

- Work closely with the Student Affairs department to support TUR's weekly events.
- Responsibilities include graphic design tasks, assisting with orientation planning, managing social media, supporting recruitment, helping with marketing/communication campaigns, and providing basic administrative support to faculty and staff. (20 hours/week)

2. **Housing Assistant:**

- Collaborate with housing staff and the Student Life team to enforce housing rules and facilitate communication between all parties.
- Respond to crises in the program-arranged student housing, especially during on-call shifts (24 hours a day, Monday through Friday, weekends, breaks, and school holidays).
- Mediate student conflicts and assist in resolving issues.

3. Chaperone for Field Trips and Excursions:

- Serve as a chaperone during class field trips and excursions when additional staff support is needed.
- These trips are not included in the 20 hours/week, but all expenses (transportation, accommodation, entry fees, and some meals) will be covered by Temple Rome.

4. On-Call Duties:

- On-call shifts are scheduled for 7 consecutive days, every 3-4 weeks.
- During on-call periods, assistants must be reachable and able to return to the Prati or Piazza di Spagna areas promptly in case of emergencies.
- On-call hours are not included in the 20 hours/week mentioned above.
- Duties include, but not limited to, supporting students in emergencies, mediating conflicts, offering assistance for students seeking information about university support services, supporting students in distress, liaising with the support team, accompanying students to the hospital, and assisting with medication procurement.

Housing

Assistants will be provided with a private room in any Temple Rome-arranged student housing for the duration of the program. The apartment may be shared with at least one other assistant.

Classes/Internship

Assistants must enroll in a class each semester. In the first semester, they will be required to take Italian at Temple Rome. If participating in an internship, assistants will be held to the same academic requirements as other students, including signing a contract, attending regular meetings with the internship advisor, maintaining a weekly journal, and submitting a final paper/presentation. Internship hours must not conflict with the assistantship schedule.

Qualifications Required:

- Graduate of an accredited U.S. college or university
- Participated in the Temple Rome program
- Completed some college-level Italian coursework
- Demonstrates passion for student life and study abroad
- Exhibits flexibility and a willingness to learn

Preferred:

- Prior experience as a Resident Assistant, Peer Advisor, or in a similar role
- Intermediate to advanced proficiency in Italian
- Proficiency in Adobe Suite (Illustrator, Photoshop, InDesign, Premiere) and graphic design
- Experience with photo and video editing

To Apply

Applicants must submit to aajobsrm@temple.edu the following documents:

- Resume
- Cover letter
- Two references (including names, relationship to the applicant, and contact details)
- Optional: A small digital portfolio (graphic design, photo, and/or video work) sent as an email attachment

The application deadline is **March 28, 2025**. Finalists will be contacted for a video call interview with Student Life staff, and applicants will be notified of the final decision by **end of April**.