

# Temple Rome Entry Year (TREY) Resident Assistant Position

## Job Overview

The Temple Rome Entry Year (TREY) Resident Assistant (RA) position offers a year-long, part-time opportunity for a candidate seeking to gain experience in student support, residential life, and event programming while living on campus. The RA will support Temple University Rome staff in maintaining a safe and welcoming dormitory environment for first-year undergraduate students. This position will be held in Rome from August 25, 2025, until July 26, 2026.

## Details

The TREY RA position requires an average of 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 private room in the on-campus dormitory (kitchen is shared with all dorm residents) 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 RA 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 RA position seeks a candidate who is eager to serve as a mentor and support system for first-year students. The RA must be a positive role model, act professionally at all times, and comply with all Temple Rome and Temple University policies regarding student/staff interactions. The position involves the following responsibilities:

- **Resident Assistant Duties:**
  - Enforce dormitory rules and policies to maintain a safe and respectful living environment.
  - Respond to crises, conflicts, and other issues that arise within the residence hall.
  - Serve as a resource for students adjusting to life in Rome and dormitory living.
- **TREY Event Planning & Student Support:**
  - Assist in the planning and execution of TREY student events and programming.
  - Act as a first point of contact and mentor for first-year students.
  - Work closely with the Student Life team to anticipate and address student needs.
  - Support student orientation and acclimation to Temple Rome.
  - Be on a rotating on-call shift for emergency situations, including weekdays, weekends, and school holidays (on-call hours are not included in the 20-hour workweek).
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- **Chaperone for Class Field Trips and Excursions:**
  - Provide additional staff support for student excursions when needed.
  - Travel expenses (transportation, accommodation, entry fees, and some meals) will be covered by Temple Rome.
  - Excursions are not included in the 20-hour workweek.

## **Housing**

The TREY RA will be provided with a private room in the on-campus dormitory. The kitchen is shared with all dorm residents.

## **Classes/Internship**

Assistants are required to enroll in a class each semester. Accepted assistants who have taken only two prior Italian courses must 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 as all students, including signing a contract, attending regular meetings with an internship advisor, maintaining a weekly journal, and completing a final paper/presentation. Internship hours cannot conflict with the Assistants' schedule and responsibilities.

## **Qualifications Required:**

- Bachelor's Degree from an accredited U.S. college or university;
- Relevant experience in residential life, student programming, or student support;
- Demonstrates passion and enthusiasm for student life and study abroad;
- Strong problem-solving and conflict-resolution skills;
- Demonstrates flexibility and ability to handle unexpected situations.

## **Preferred:**

- Experience as a Resident Assistant or in a similar role;
- 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 submit to [ajobsrm@temple.edu](mailto:ajobsrm@temple.edu) the following documents:

- Resume;
- Cover letter;
- Two references with names, relationship to applicant, and contact details;
- Optional: A small digital portfolio showcasing graphic design, photography, social media content, and/or video work.

## **Application Deadline: March 28, 2025.**

Finalists will be contacted for a video interview with Temple Rome Student Life staff. Applicants will be notified of the final decision by the end of April 2025.