



## **Resident Assistant (RA) at Florence University of the Arts – The American University of Florence Scholarship Summer 2023**

SEEKING: motivated, energetic, and responsible students to join our team as Resident Assistant (RA) for the FUA-AUF Pre-College Programs in Summer 2023. Reporting to the Student Life Department, the RA will serve as a live-in advisor, counselor, administrator, leader and role model for students enrolled in the four-week summer program.

### **DUTIES AND RESPONSIBILITIES**

The RAs will live together with the students enrolled in the FUA-AUF Pre-College Program in order to create and maintain a healthy environment for the resident community and help each student achieve their personal, academic, and social goals.

#### Connection to the Student Life Department

- Serve as a liaison between residents and the Student Life Department
- Attend weekly SLD staff meetings to discuss upcoming activities and any resident issues
- Check emails and messages often, and keep in regular contact with Student Life coordinators
- Administrative duties including assisting with check-in, paperwork, and money management

#### Educator and Community Promoter

- Understand and educate students about applicable policies and regulations
- Be knowledgeable about university resources to help students integrate into the campus community
- Plan, promote and participate in social and recreational activities, specifically evening activities and Educational Field Learning activities.
- Be familiar with local events and activities and encourage students to explore the city and surroundings in order to promote cultural integration and understanding

#### Peer advisor and Supervisor/Emergency responder

- Act as a positive role model for both students and fellow staff members by not participating in questionable or unethical behavior
- Perform as a mediator in conflicts among residents and staff, within the limits of personal capabilities and referral to supervisor
- Respond appropriately to students in crisis – physical, emotional etc. – through assessment, referral to experienced professionals and follow-up
- Ensure conformity to university regulations including curfew, behavior and housing policy
- Carry emergency phone at all times, respond immediately and appropriately

### **HOURS**

Due to the unique nature of the position of the Resident Assistant, work cannot easily be translated into hours worked per day or week. The RA job requires both regularly scheduled responsibilities, and times during which RAs are available and accessible to residents if needed. Resident Assistants will assume scheduled (total two weeks per month) on call duty responsibility (including nights and weekends) and are expected to be reasonably available and willing to work during emergencies and



other unexpected events for which Student Life support is needed.

## **TRAINING**

Resident Assistants should be available to participate in training with the Student Life Department during the month preceding the program start and preferably from the end of the Spring semester. Training will take place over 20 hours per week and is designed to introduce the RA to the different aspects of working school life and the responsibilities, duties and procedures involved. Duties during training may include, but are not limited to:

- Preparation of orientation and marketing materials
- Accompanying students during visits and field trips (under supervision of staff)
- Budgeting for pre-college student expenses (i.e field trips, breakfast, etc.)
- Assisting with check-in for summer students and orientations
- Assisting with the organization of Student Services activities
- Front desk duties

## **COMPETENCIES**

- Leadership potential as shown through past leadership experiences, and a desire to advocate for residents.
- Flexibility
- Creativity and positive energy – offers new or different solutions to solve problems or meet student/school needs
- Commitment to personal growth
- Sensitivity and genuine concern for other students
- Strong interpersonal, critical-thinking, and communication skills
- Ability to remain calm in stressful situations
- Strong time management skills

## **CONDITIONS**

- Applicants must have at least one semester of Italian Language or Culture and previous experience living in Florence. A letter of recommendation from your Italian language instructor should be presented on application.
- Applicants must be in good academic standing.
- Applicants must have reported to the Italian Immigration Service and have a valid *permesso di soggiorno* (residence permit) if required. An enrollment letter will be provided for the scholarship in order to extend an existing permit, if needed\*.
- Applicants must not have current judicial sanctions.
- Applicants cannot hold a position elsewhere

## **BENEFITS**

The RA will benefit from a scholarship which will allow them to receive a 3-credit transfer of PS CS LS 300 Learn and Serve. The RA will be issued a letter of enrollment and international health insurance for residence purposes if needed. The scholarship will include accommodation in Florence and during working field trips and a partial meal plan for the duration of the program.

This is an excellent opportunity for personal growth and the development of transferable skills.



### **PERIOD OF PERFORMANCE**

FUA-AUF will offer two separate Pre-College Sessions during the summer of 2023. RA candidates will be required to be available for both sessions.

**Training Period:** June 5<sup>th</sup> - June 23<sup>rd</sup> 2023

**3-Week Pre-College I:** Sunday June 25<sup>th</sup>, 2022 to Friday July 14<sup>th</sup>, 2023

**3-Week Pre-College II:** Sunday July 16<sup>th</sup>, 2022 to Friday August 4<sup>th</sup>, 2023

The position begins on Monday June 5<sup>th</sup> (with arrival on June 4<sup>th</sup>) and ends on Saturday August 5<sup>th</sup>

### **APPLICATION PROCESS**

- Send resume, cover letter and two references (one from an Italian language/culture instructor) to [alumni@fua.it](mailto:alumni@fua.it) by March 15<sup>th</sup>, 2023.
- Group and individual interviews will be held in the following weeks
- Successful applicants will be notified by May 3<sup>rd</sup>, 2023

\*Applicants are responsible for renewing their permit of stay before the expiration date. The cost of renewal is at the expense of the student.