



## **The Resident Assistant (RA) at Florence University of the Arts Scholarship Summer 2018**

**SEEKING:** motivated, energetic and responsible students to join our team as Resident Assistant (RA) for the FUA Pre-College Program in Summer 2018. 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 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.

### **Key responsibilities:**

#### **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 voicemail 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 residents about university and residence policies and regulations
- Be knowledgeable about university resources to help students integrate in the campus community
- Plan, promote and participate in social, recreational and educational activities, specifically evening activities and weekend field trips included in the program and organized by the Student Life Department & EFT.
- 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 times, 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 at the end of the Spring semester. Training will involve around 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)
- Assisting with check-in for summer session students and orientations
- Assisting with the organization of Student Services activities
- Ganzo duties
- Library and 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 and previous experience living in Florence. A letter of recommendation from the Italian language instructor should be presented on application.
- Applicants must be in good academic standing.
- Applicants must have reported to the Questura and have a valid *permesso di soggiorno* (residence permit). An enrollment letter will be provided for the scholarship in order to extend the 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 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**

The FUA Pre-College Program runs from Sunday, June 17<sup>th</sup>, 2018 to Friday, July 13<sup>th</sup>, 2018. Resident Assistants are expected to be available for training from Sunday, May 13<sup>th</sup>. The position ends on Saturday July 14<sup>th</sup>.

### **APPLICATION PROCESS**

- Send resume, cover letter and two references (one from an Italian language instructor) to SLD-studentservices@fua.it by March 16<sup>th</sup> 2018
- Group and individual interviews will be held towards the end of March
- Successful applicants will be notified by April 6<sup>th</sup> 2018

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

