



**Resident Assistant (RA) at
Florence University of the Arts – The American University of Florence
Summer 2022 Scholarship**

SEEKING: Motivated, energetic, and responsible students to join our team as the Resident Assistant (RA) for the FUA-AUF Summer 2022 Pre-College Programs. 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 RA 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 consistent contact with Student Life coordinators.
- Administrative duties: assisting with check-ins, 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 and Educational Field Learning activities.
- Be familiar with local events and opportunities and encourage students to explore the city and their surroundings to promote deeper 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 within the limits of personal capabilities and assistance from a supervisor.

- Respond appropriately to students in crisis – physical, emotional, etc. through assessment, referral to an experienced professional, and follow-up.
- Ensure conformity to university regulations, including curfew, behavior, and housing policy.
- Carry the emergency phone at all times and respond immediately and appropriately.

HOURS

Due to the unique nature of the position of Resident Assistant, work cannot easily be translated into hours worked per day or week. The RA job requires regularly scheduled responsibilities and times during which the RA is accessible to residents if needed. The RA will assume scheduled (two weeks per month) on-call responsibilities (including nights and weekends) and are expected to be reasonably available and willing to assist in emergencies, and other unforeseen events for which support from Student Life 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).
- Assisting with check-in for summer students and orientations.
- Assisting with the organization of Student Services activities.
- Fedora duties.
- Library and front desk.

COMPETENCIES

- Leadership potential as shown through past leadership experiences, and a desire to advocate for residents.
- Flexibility.
- Creativity and positive energy – offer 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 your Italian language instructor should be present in the application.

- Applicants must be in good academic standing.
- Applicants must have a valid or be in the process of acquiring a *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 working position elsewhere.

BENEFITS

The RA will benefit from a scholarship that 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, with 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 2022. Applicants can choose either one of the sessions, though you cannot apply for both.

The two FUA-AUF Pre-college Programs run from:

- *First Program*: Sunday June 26th, 2022 to Friday July 15th, 2022. Resident Assistants are expected to be available for training from Sunday June 5th. The position ends on Saturday, July 16th, 2022.
- *Second Program*: Sunday July 17th, 2022 to Friday August 5th, 2022. Resident Assistants are expected to be available for training from Sunday, June 26th. The position ends on Saturday, August 6th, 2022.

APPLICATION PROCESS

- Send resume, cover letter, and two references (one from an Italian language instructor) to alumni@fua.it by March 15th, 2022. Please select the session you are interested in when sending the application.
- Individual and group interviews will be held in the weeks after the application deadline.
- Successful applicants will be notified by May 3rd, 2022

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