STUDENT LIFE ASSISTANT
Position Description 2018-2019

A Student Life Assistant (SLA) is an essential part of the John Felice Rome Center (JFRC) administration. The JFRC serves approximately 180-220 undergraduate students each semester. Students reside in a residence hall or partnering Zone Hotel, located in the Balduina neighborhood of Rome. As a live-on position, the SLA helps enact policies and procedures that support academic success, student development and security, and personal well-being. An SLA is a primary point of contact for JFRC students, parents, alumni, visitors, and persons outside the JFRC community. SLAs must demonstrate professionalism and customer service at all times, while responding quickly and effectively to student and JFRC needs.

Under the supervision of the Dean of Rome Student Life, SLAs assist in creating living and learning environments that encourage student and community development in the spirit of the JFRC and Loyola University Chicago’s Jesuit heritage. SLAs must incorporate the principles of Ignatian education with special emphasis on the development of the whole person – mind, body, and spirit.

The professional and academic experiences of the role help SLAs develop as young, scholarly professionals and deepen their affinity for Rome. SLAs will develop skill sets and have experiences related to their field of professional aspiration. Successful SLAs will demonstrate their ability to: adapt to change, learn and use Italian, respond to challenges, address emergencies, and demonstrate cooperative working relationships with their supervisor and colleagues on-campus and in communities in Italy.

Essential Duties and Responsibilities include the following:

1. Live on-campus and/or Zone Hotel and participate in a 24/7 on-call service and emergency response rotation for a residential student body of approximately 180-220.
2. Assist the Dean of Rome Student Life with administrative, programmatic, and operational functions.
3. Maintain a weekly work schedule of 40 hours/week, which may include office hours, weekend and evening commitments, and cultural excursions with students into the city; in addition to travel on Study Trips.
4. Apply tenets of Jesuit mission, heritage, and values of Loyola University Chicago to position responsibilities.
5. Demonstrate increasing Italian language proficiency skills through coursework and task completion.
6. Assist the Dean of Rome Student Life with the maintenance of the residence hall in cooperation with the Facilities Department.
7. Coordinate study trip logistics, as assigned.
8. Provide support, assistance, and referrals to students regarding health, housing, safety, travel, cultural, personal, or other concerns.
9. Training as a Title IX investigator and/or conduct officer is strongly encouraged.

Education/Experience:
Bachelor’s Degree required. Previous study abroad and/or international experience required. Spoken and written Italian language skills preferred.

Remuneration:
Annual stipend of €16,000; furnished room and meal plan; CISI health insurance valid in Italy, the US, and abroad; roundtrip airline ticket (including two pieces of luggage) between Chicago and Rome at the start and finish of contractual period; and a tuition waiver for coursework during the year.
Student Life Assistant Duties

Time Commitment
- Live-on position for one calendar year from summer, renewable for one additional year.
- Although not 9-5 office hours, commit to an average 40 hours per week, or more as approved, beyond assigned hours of duty.
- Participate in weekly Student Life meetings, bi-weekly supervisor 1:1s, and JFRC staff meetings.
- Facilitate Orientation activities during Fall, Spring, and Summer sessions.
- Oversee semester closing responsibilities for Fall, Spring, and Summer sessions.
- Provide coverage of the Portineria during guard breaks, evening hours, and/or as needed.
- Participate in Summer Training in Chicago and Rome (Costs for travel to this training is the responsibility of the SLA).
- Fulfill coursework requirements and staff development, training, and retreats.
- Work on special projects as assigned by the Dean of Rome Student Life.

Duty and Emergency Response
- Uphold the Loyola University Chicago Community Standards on- and off-campus.
- Role model appropriate behaviors at JFRC-sponsored events.
- Fulfill duty and back-up expectations, which require being available on campus during specified times.
- Provide coverage during holidays and semester breaks (e.g., Fall Break, Thanksgiving, Winter/Summer breaks) including times when students are not on-campus.
- Fulfill First Aid, CPR/ AED, and Fire Safety training.

Student Development Programming
- Collaborate with the Dean of Rome Student Life in organizing and participating in Study Trips.
- Facilitate multiple programs and outings based on student needs and/or JFRC strategic plan.
- Support and implement programs related to safety, culture shock, alcohol consumption, and wellness.
- Coordinate and oversee programs and initiatives of JFRC student groups/organizations (e.g., Christian Life Communities, Student Activities Committee, Student Engagement Certificate).

Administrative
- Demonstrate effective communication, planning, and organizational skills.
- Provide excellent customer service to students and parents by phone, email, and especially in person.
- Provide material (photos, articles, etc.) for website and for printed publications.
- Keep social networking sites for the JFRC active and professional.

Counseling and Medical Functions
- Be accessible to students for informal counseling and offering referrals for professional help when necessary.
- Provide appropriate medical intervention and escort students to the hospital in emergency situations.
- Assist the Dean of Rome Student Life with roommate conflicts and provide interventions.
- Apply FERPA appropriately to SLA responsibilities.
- Protect the confidentiality of privileged information unless it compromises the health and safety of any member of the community.

Professional Demeanor
- Respect SLA role and maintain healthy, professional boundaries with students.
- Work effectively in a team environment and collaborate with fellow Student Life colleagues and JFRC staff to foster a healthy community.
- SLAs are prohibited from engaging in amorous relationships with students.

Approved February 2018