



### **\*Job Title: Rome Office Assistant\***

#### **Eligible students must:**

- ◆ Have at least \$1,500 of College Work-Study (CWS) funds for the semester in which they study abroad.
- ◆ Plan to attend the Rome semester or Discover the World: Europe program.

#### **The details:**

- ◆ Up to 6 positions will be available to students who attend the Rome semester or Discover the World: Europe (DTW). Note: DTW students are only eligible to work while in Rome.
- ◆ Each position will offer up to 10 hours of office work per week.

#### **Qualifications:**

- ◆ Qualified students must possess excellent customer service, writing, computer, and communication skills.

#### **How to apply:**

- ◆ Complete the online Student Employment Application, accessible through MySJU. (*If you need assistance with the online student employment application, contact Mary Cascio, the Student Employment Manager, at [casciom@stjohns.edu](mailto:casciom@stjohns.edu) or 718-990-2331.*)
- ◆ Email your résumé and cover letter to Max Tomassini ([tomassim@stjohns.edu](mailto:tomassim@stjohns.edu)).

## **Paid Study Abroad Work Options for Fall 2019 & Spring 2020 Programs**

We believe that no student should pass up study abroad due to finances. For that reason, offices throughout SJU offer work opportunities abroad.

### **Benefits of Working Abroad**

- ◆ Make your semester abroad more affordable.
- ◆ Give your resume a boost through international work experience.

### **Positions Available**

*(See job descriptions for cities of availability)*

- ◆ Academic Service-Learning Assistant
- ◆ Rome Office Assistant
- ◆ Language Tutor
- ◆ Resident Assistant

\*Interested in internships abroad? If you plan to spend a full semester in France or Italy *and* speak fluent French or Italian, reach out to the Office of Global Studies ([globalstudies@stjohns.edu](mailto:globalstudies@stjohns.edu); 718-990-6105) for more information!

**Please complete all application steps by April 30, 2019  
(fall 19) or November 4, 2019 (spring 20).**

### **\*Job Title: Resident Assistant (R.A.)\***

#### **Eligible Students must:**

- ◆ Plan to attend the Paris or Rome semester program.

#### **The details:**

- ◆ The R.A. role is a live-in student staff member responsible for managing student needs in Paris or Rome. The R.A. reports to the Residence Director and is involved in all facets of student life.
- ◆ The R.A. will balance simultaneous arrival and departure of students every five weeks, the needs of students during their stay, and the needs of students remaining in housing for an extended period of time.
- ◆ The R.A. will be expected to remain in the building during duty and office hours as assigned.
- ◆ The compensation method varies, but will be either program fee reimbursement and/or hourly wages **totaling roughly \$5,000.**

#### **Qualifications:**

- ◆ The candidate must be a Paris or Rome semester student. E.U. citizenship is required for Paris RA applicants. A student visa that carries work authorization is required for Rome RAs.
- ◆ The candidate must be organized, responsible, mature, and flexible.
- ◆ Residence life experience preferred; candidates with local language skill encouraged to apply.

#### **For more information & next steps:**

- ◆ **Paris:** Contact Farida Khatchadourian ([khatchaf@stjohns.edu](mailto:khatchaf@stjohns.edu)); **Rome:** Rebekah Sagredo ([sagredor@stjohns.edu](mailto:sagredor@stjohns.edu))

**Please complete all application steps by April 30, 2019 (fall 19) or November 4, 2019 (spring 20); preference given to early applicants.**

### **\*Job Title: Language Tutor\***

#### **Eligible students:**

- ◆ Must be accepted into the Paris or Rome semester program.

#### **The details:**

- ◆ One position will be available per language (French, Italian) to students who attend an eligible SJU semester program abroad (Note: exchange program students and DTW students are ineligible, unfortunately).
- ◆ Each position will require up to 10 hours of work per week, tutoring and/or holding conversations in the target language.
- ◆ Tutors will also engage their language-learning peers in local cultural activities (at their peers' expense), fostering a local learning community.

#### **Qualifications:**

- ◆ Qualified students must be fluent in English and fluent or nearly fluent in French or Italian.
- ◆ Qualified students must receive proper training at the Global Language & Culture Center (GLCC) before departure.

#### **How to apply:**

- ◆ Complete the online Student Employment Application, accessible through MySJU. *(If you need assistance with the online student employment application, contact Mary Cascio, the Student Employment Manager, at [casciom@stjohns.edu](mailto:casciom@stjohns.edu) or 718-990-2331.)*
- ◆ Email your résumé and cover letter to Dr. Michele H. Jones ([jonesm@stjohns.edu](mailto:jonesm@stjohns.edu)).

**Please complete all application steps by April 30, 2019 (fall 19) or November 4, 2019 (spring 20).**

### **\*Job Title: Academic Service-Learning Assistant\***

#### **Eligible students must:**

- ◆ Plan to attend the Rome semester program.
- ◆ Have at least \$1,500 of College Work-Study (CWS) funds for the semester in which they study abroad.

#### **The details:**

- ◆ The Academic Service-Learning (AS-L) Assistant will report to the Associate Director of Academic Service-Learning and work closely with the St. John's Rome staff.
- ◆ The AS-L Assistant will support the Rome team by promoting AS-L opportunities, completing paperwork, and scheduling service. In addition, the AS-L Assistant will assist with shopping, preparing, and conducting food distribution, ensuring that each student adequately performs expected service.
- ◆ The AS-L Assistant will accompany students to community sites and ensure that they understand their service responsibilities.

#### **Qualifications:**

- ◆ Students should have experience with AS-L or other community involvement, the ability to communicate effectively with peers and supervisors, knowledge of MS Office, strong attention to detail, and enthusiasm for the SJU mission; Italian language skills are a plus!

#### **How to apply:**

- ◆ Complete the online Student Employment Application, accessible through MySJU. *(If you need assistance with the online student employment application, contact Mary Cascio, the Student Employment Manager, at [casciom@stjohns.edu](mailto:casciom@stjohns.edu) or 718-990-2331.)*
- ◆ Email your résumé and cover letter to Anna Zak ([zaka@stjohns.edu](mailto:zaka@stjohns.edu)) 718-990-8289).

**Please complete all application steps by April 30, 2019 (fall 19) or November 4, 2019 (spring 20).**