Academic Service-Learning Office in Rome

Description of Services Provided by the Department: Provide clerical and administrative assistance with Academic Service-Learning

Description of the student learning experience and how it relates to student’s field of study:
The Graduate Assistant (GA) will support the programs of the Academic Service-Learning (AS-L) and Ozanam Scholars Program on the Rome campus. The Institute GA will work closely with the Academic Service-Learning office and Ozanam Scholars office in New York, as well as the Administrators in Rome. The Institute GA will be directly supervised by Dr. Elisa Bracalente, Assistant Director of Rome Campus and Anna Zak, Director of Academic Service-Learning in New York.

Applicants must be full-time students enrolled in a graduate program at the St. John’s University, Rome campus

Describe the major activities the GA will be involved with and evaluated on:

Academic Service-Learning Job Responsibilities
- Serve as liaison between administrators, faculty, students, and community service sites.
- Assist administrator on the Rome campus in scheduling students for service
- Accompany students to service activities in the community.
- Support the tracking of student service hours.
- Conduct in class AS-L orientations.
- Maintain community service sites relationships in Rome.
- Responsible for program orientation and all student and faculty inquiries.
- Assist with other service activities and initiatives (University Service Day, etc.).
- Facilitate program service reflections.

Ozanam Scholar Job Responsibilities
- Support Ozanam Scholars mandatory service and program requirements.
- Facilitate post service reflections with the scholars.
- Serve as liaison between faculty, students and program administrators in New York.
- Assist scholars in program development and execution.

Qualifications
- Enthusiastic about service and community engagement.
- He/she will be organized, detail oriented, and able to handle multiple tasks.
- Experience working with diverse groups, and strong communication skills.
- Ability to communicate in Italian is preferred, but not required.
- The ideal candidate will be available to work afternoon and evening hours. Occasionally, weekend and late evening availability might be required.

Qualifications:
- Describe the type of graduate degree program related to the Assistantship being requested:
  Social Sciences, Communication and Administration programs are strongly preferred
- Completed a bachelor's degree from an accredited college or university with a major in: Social Sciences, Communication, Administration degrees are preferred
- Experience required: Public Speaking experience and knowledge of Microsoft Office

Compensation:
- Stipend in the amount of $4000
- Tuition remission ☐

Dates of Assistantship:
- Start date: Fall, September 2022, End date: Spring, May 2023
- Hours per week 20 (excluding breaks, university holidays, evenings and weekends)
- (If the GA is required to be available during breaks and on university holidays it must be specified in the original contract-otherwise they are not required.)
- (Need to be available one week before and one week after the beginning/end of the semester-specify in the original contract-otherwise they are not required.)

Contact to receive resumes: bracalee@stjohns.edu