

Position Opening – Resident Assistant

Job Title: Resident Assistant

Location: Paris, France

Work period: Fall semester, spring semester, and/or summer session (summer session dates are flexible based on program needs and candidate's availability but preferably an eight-week minimum beginning mid-May)

Position Description:

The Resident Assistant is a live-in staff member responsible for managing student needs in a diverse, international setting for St. John's University in Paris, France. The Resident Assistant is involved in all facets of student life on campus, including orientation, check-in and check-out, community development, meal counts, crisis intervention, enforcing residence hall policies, and various administrative duties. The Resident Assistant will assist with the arrival and departure of university groups on a rolling basis, the needs of students during their stay, and occasional office work. The Resident Assistant will typically work two to four duty days per week and will be on-call one to two weekends per month, although this may vary (approximately 50 hours per month predominantly in the evenings).

Duty and Office Hours:

On duty days, the RA will work:

- 7:00pm to 8:00pm in the dining hall
- 8pm to 10:00 pm at the RA desk in the administrative office
- 10:00pm to 11:30pm in the RA's own room
- Additionally, RAs must be available 24 hours on duty days to respond to emergencies

Qualifications:

The candidate is responsible for acquiring a student visa or having other pre-existing documents to study and/or live in France. The candidate must be organized, responsible, mature, flexible and comfortable working in a foreign environment. Experience with residence life preferred. Knowledge of French preferred, but not required.

Compensation:

French minimum wage (11.52 euros per hour as of September 2023)

Housing (Double occupancy room for single occupancy unless the residence hall is at full capacity)

Partial Board (Meal plan on duty days)

Contact: Raissa Abdallah, Residence Director, abdallar@stjohns.edu