A Student Life Assistant (SLA) is an essential part of the John Felice Rome Center (JFRC) leadership team. The JFRC provides housing and services to approximately 200 undergraduate study abroad students each semester, who reside in a traditional style residence hall or partnering hotel, located in the Monte Mario district of Rome. With the support of the Student Life Staff, the SLA position is a live-on staff member who helps implement policies and procedures that support academic success, student security, student development, and personal well-being in the highest traditions of the JFRC. As the first point of contact to JFRC residents, parents, 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 direct supervision by the Director of Residence Life and Students Services (DRLSS) and the Associate Dean of Students (ADS), 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 are expected to incorporate the principles of Ignatian education with special emphasis on the development of the whole person – mind, body, and spirit.

The SLA position is designed to prepare college and university graduates with professional and academic experiences to develop them as young scholarly professionals in the field of student affairs. SLAs will be presented with various opportunities for developing professional skill sets and gaining experiences related to their field of professional aspiration. SLAs hired for the position are expected to make high-level decisions and exert authority. Successful SLAs will demonstrate their ability to adapt to change, respond to new challenges, and demonstrate cooperative working relationships with supervisors and colleagues across campus and communities in Italy.

**Essential Duties and Responsibilities include the following:**

1. Live on campus and participate in a 24/7 on-call service and emergency response rotation for a campus community of 200 residential students.
2. Provide support, assistance, and referrals to students regarding housing, safety, travel, cultural, personal, or other concerns.
3. Maintain weekly work schedule of 40 hours/week, which include afternoon office hours, weekend and evening commitments; in addition to travel on Study Trips.
4. Assist the DRLSS with the maintenance of the residence hall in cooperation with the Facilities Department.
5. Coordinate study trips
6. Maintain Italian language proficiency skills through Italian coursework
7. Attend 8 graduate level course seminars throughout the year: 3 – Fall, 4 – Spring, and 1 Summer.
8. Assist the Associate Dean of Students and Director of Residence Life and Student Services with day-to-day administrative, programmatic, and operational functions of the JFRC.
9. Have an understanding and appreciation for the Jesuit mission, heritage, and values of Loyola University Chicago.

**Coordinator Roles:**

Based on the strengths of the SLA team, SLAs will be assigned to take on a coordinator role which will lead and develop a specific area of the Student Life experience. These coordinator responsibilities will not only provide directed support and implementation of programs that best meets the student life experience, but will also provide the SLA an area of professional focus and expertise. The 6 coordinator roles are as follow:

(cont.)
Wellness Coordinator:
The Wellness Coordinator serves to develop programs and initiatives that support wellness and health at the JFRC, which include Calcio League, Culture/Reverse-Culture Shock with Dr. Phil, alcohol and drug awareness education.

Leadership Coordinator:
The Leadership Coordinator serves to coordinate programs and initiatives that promote leadership and student involvement at the JFRC. Responsibilities include co-advising Student Activities Committee programs (Student Forum, Movie Nights, Karaoke, etc), planning the End of Semester Banquet, marketing the study abroad experience, and conduct hearings.

Ministry and Social Justice Coordinator:
The Ministry Coordinator serves to lead efforts in faith, Campus Ministry, and social justice initiatives at the JFRC. Responsibilities include coordinating student involvement for the Mass of the Holy Spirit, Hunger Week, Inter-Faith Week, and regular community service opportunities. In addition, the Ministry Coordinator provides support to Calcio League and the End of Semester Banquet, as well as develops a relationship with the Jesuit Refugee Services intern.

Facilities and Operations Coordinator:
The Facilities and Operations Coordinator serves to support the facilities and operations processes at the JFRC. Responsibilities include Mensa support, Hall Opening logistics and paperwork, Hall Closing logistics, and sustainability efforts such as the Community Garden. In addition, the Facilities and Operations Coordinator will have the opportunity to supervise the Student Life Facilities Crew, a team of JFRC students responsible for providing facilities and operational support on campus.

Academic Support Coordinator:
The Academic Support Coordinator provides support to the academic focused collaborations that Student Life engages with faculty, visiting scholars, and academic programs in Italy. Responsibilities include supporting Rome Start and Full-Year student programs, Language tutoring, JFRC faculty and guest lectures, and learning outcome assessment. The Academic Support Coordinator also plays a role in the planning of the End of Semester Banquet and Convocation, as well as develops a relationship with the Jesuit Refugee Services intern.

Community Living Coordinator:
The Community Living Coordinator serves to support programmatic and operational aspects of community building. Their responsibilities include providing support during Orientation, serving as the Zone Hotel SLA, co-advisor for SAC, Housing Assignments, and facilitates conduct hearings. In addition, the Community Living Coordinator will have an opportunity to supervise a Student Life Resident Assistant in the Zone Hotel.

Education/Experience:
Previous study abroad experience. Italian language skills (proficiency in speaking and writing preferred).

Remuneration:
Annual stipend of €16,000; furnished room and meal plan; CISI health insurance valid in the US, Italy, and abroad; roundtrip airline ticket (including 2 pieces of luggage) between Chicago and Rome at the start and finish of contractual period; and a tuition waiver for one student life practicum course per semester.
STUDENT LIFE ASSISTANT
Specific Duties and Responsibilities

Time Commitment

- The SLA position is a live-on position. Commit to an average work week of 40 hours, or more as approved by the Associate Dean of Students (ADS) and Director of Residence Life and Student Services (DRLSS).
- Participate in weekly Student Life meetings, supervisor 1:1s, and JFRC staff meetings.
- Be present and facilitate Orientation activities during Fall, Spring, and Summer sessions.
- Be present and facilitate Semester Closing responsibilities for Fall, Spring, and Summer sessions.
- Provide coverage of the Reception Desk during receptionist breaks, weekend hours, or as needed.
- Each SLA will serve as one of the 6 coordinators in the following Student Life areas: Wellness, Leadership, Ministry, Facilities, Academics, Community Engagement.
- Work on special projects as assigned by the DRLSS and the ADS.
- Time-Away Requests (longer than two days) must be submitted via email to the DRLSS for approval at least 72 hours in advance.
- SLAs may not hold any outside employment during the first semester of their term or any employment at any time that detracts them from performing duties required by their role as SLA.
- Outside employment must be approved based on an “above average” performance evaluation and brought to the attention of the DRLSS.
- SLAs will be given one week (7 days off) throughout the two Summer Sessions. Approval of time requests are dependent on the duty coverage needed for the time of the year.

Staff Training and Supervision

- Participate in Summer Training in Chicago and Rome. Costs for travel, meals and lodging for this training is the responsibility of the SLA.
- Fulfillment of the ROST 381 – Student Life Assistant Practicum requirements.
- Participate in Staff Development training sessions and retreats throughout the year.

Duty and Emergency Response

- Have mobile phone with them at all times.
- Hold students accountable to the Loyola University Chicago Community Standards and the JFRC Handbook, on and off campus, and submit the appropriate paperwork.
- Role model appropriate behaviors at JFRC-sponsored events.
- Fulfill duty expectations, which require being available on campus during specified times.
- Fulfill First Aid and Fire Safety training.
- Adhere to assigned Primary Duty SLA responsibilities and provide back up support to staff when not officially “on-duty” and in cases of emergency.
- Participate in the duty coverage and programmatic efforts of the Zone Hotel during the year.
- Coordinate health and safety inspections of Residence Hall living areas, including resident rooms, according to departmental procedure.
- Report situations or conditions that require immediate attention to the DRLSS, ADS, JFRC Security, or Administration.

Student Development Programming

- Collaborate with the DRLSS in organizing and participating in Study Trips.
- Facilitate a minimum of one program per semester based on student needs, Student Life programming model, or JFRC strategic plan.
- Advise and supervise the following student leadership and employment positions: Student Activities Committee, Calcio League, and Resident Assistant, and Student Life Facilities Assistants.
- Support and implement programs related to personal safety, culture shock, alcohol consumption and student wellness.
- SLAs are prohibited from engaging in amorous relationships with students.

Administrative

- Demonstrate effective communication, planning, and organizational skills.
- Provide excellent customer service to students and parents by phone, email, and especially in person.
• Keep a positive and professional attitude among the students, avoiding inappropriate language.
• Maintain office hours and a work schedule to provide maximum accessibility and involvement with students and staff during business hours and in the evening.
• Assist in providing material (photos, articles, etc.) for website and for printed publications.
• Assist in keeping social networking sites for the JFRC active and professional.
• Wear appropriate attire (business casual) for office hours, central staff functions, and all business meetings.

Counseling and Medical Functions
• Serve as supporting conduct officer with the DRLSS and/or the ADS.
• Be accessible to students for informal counseling and offering referrals for professional help when necessary.
• Maintain privacy and/or confidentiality and understanding FERPA and how it relates to job duties.
• Provide appropriate medical intervention and escort students to the hospital in emergency situations.
• Assist the DRLSS with roommate conflicts and provide interventions.

Terms of Employment
• Appointment is for one calendar year, beginning with training in the weeks before the Fall semester and ending with the Second Summer Session.
• The SLA is asked to be available before the opening of the Residence Hall each semester/session and work until the closing of the Residence Hall each semester/session.
• SLAs are responsible for coverage during holidays and other semester breaks (e.g., Fall, Spring, Thanksgiving, Winter/Summer breaks).
• Each SLA is formally evaluated each semester by the DRLSS and the ADS, and receives regular feedback throughout the employment period via 1-on-1 meetings with their supervisors.
• The period of employment is contingent upon the successful completion of tasks, positive evaluations, and exhibition of personal growth in the position.
• Rehiring status is contingent upon the Returning SLA rehiring process.
• Demonstrated lack of professional conduct including but not limited to failure to carry out responsibilities as outlined in the job description can result in termination. The ADS and the Director of the JFRC reserve the right to terminate an SLA at any juncture during the year.

This job description is not a comprehensive list of all duties and responsibilities. Expectations of the SLA position and various job procedures and expectations are detailed in the Student Life Assistant manual. There may be other duties as assigned.

Approved July 2014