



HOUSING ASSISTANT- TEMPORARY

Days: (training) Friday January 10th, (work days) January 13th – 14th, 2020

Summary of the positions

The Housing Team is looking for enthusiastic individuals to assist them in welcoming new incoming students for SPRING 2020 Orientation. Tasks may range from welcoming student on-campus and at the Hilton by the airport, tagging their luggage, escorting to their own accommodations, and assisting the JCU Staff in organizing the evening events, and much more.

Individuals will serve as the first point of contact for new incoming students, families, and others with the guidance of the Housing Office. Successful Housing Assistant (HA) candidates must be passionate about helping others and possess a desire to develop their own leadership potential.

Tasks:

- Welcome students being escorted from the airport. Crowd control, and help the tagging team in labeling the luggage
- Welcome students at the arrival terminal. Be visible and welcoming. Maintain communication with Desk 2
- Tag luggage which is to be transported to luggage pick-up areas
- Direct students to correct location.
- Ride on buses with students. Maintain communication with the drop off areas and the airport crew. Assure the buses stop at the correct bus stop. Mingle with students.
- Maintain inventory of luggage on excel; help sort luggage; oversee luggage pickup
- Escort students to Gianicolo or Lungara Residence after check-in is complete
- Assist student on the various campuses
- Maintain inventory of luggage on excel; help sort luggage; oversee luggage pickup
- Accompany students in shuttles from Trastevere Residence to their external apartments; Keep students excited and animated; Walk students to their assigned apartment make sure they can unlock the door; Maintain communication with the Trastevere Residence Lead
- Help with clean-up after this fun-filled (and food-filled) activity Serve as a presence
- Assist Immigration Office with administrative duties
- Other duties as assigned

Compensation

- Leadership & Personal Growth
- €200 gross
- Apparel provided to be worn during Orientation
- Lunch during training and meetings
- Breakfast & lunch during Orientation
- Early check-in to JCU Housing (for current JCU students who had completed housing application and paid in full for the Spring 20 JCU Housing term. Early check-in must be on Friday, January 10, 2020 between 1pm to 5pm. No transportation will be provided.)

Requirements

- Must have a valid permit to stay/Italian/EU ID and the *Italian codice fiscale*
- Must be in, good financial standing with the University (including compliance with the student Code of Conduct)
- Strong verbal and written communication skills
- Strong customer service experience
- Strongly advised to have an Italian bank account
- Familiarity with Microsoft Office Suite
- Comfort in learning additional computer software
- Positive attitude, high energy level, knowledge of and enthusiasm for the University
- Good teamwork, communication, and interpersonal skills
- Ability to work effectively with a diverse group of team members, students, and parents
- Desire to learn about the University's community, programs, resources, policies, and procedures



- Flexibility, responsibility, and willingness to assist others
- Work irregular hours

Please send your (ENGLISH only) CV and cover letter to orientation@johncabot.edu with the subject line “**Housing Orientation Assistant**”. Only short-listed applicants will be contacted.