

Position Description: Campus Life Assistant

CIMBA Undergraduate Program Paraprofessional Staff

Campus Assistants are an important link between academic achievement and personal growth for students at CIMBA. They are part of the fabric of the program, working alongside the Italian professional staff to help in the front office, conduct rounds, and negotiate conflicts between residents, and other issues throughout their time in Italy. As such, the successful CA will be comfortable working with students of different backgrounds and personality types, display empathy, and be able to take charge when needed. The CA must embody trust, consistency, and honesty. CAs should know their own limitations and when to ask for help. They must balance their studies and travel planning with their office projects and rounds. This is also a fun role! Students who work as CAs form incredible bonds with other students and staff and are able to gain valuable experience for future employment opportunities.

The CA reports to the Campus Life Coordinators and other CIMBA staff.

Required Skills:

- Time management
- Interpersonal and teambuilding skills
- Public speaking
- Project management
- Conflict resolution
- Enthusiastic attitude

Outline of Duties

Training & Check-in

- Campus Assistants are required to arrive on campus the week before classes start (generally, but not always, the Tuesday before) to attend mandatory orientations, training and get campus ready for the students' arrival (Books set up, Welcome Packets, Classes set up etc). (*)¹
- Assume a supportive role in New Student Orientation and Check-In and Check-Out Days.

Campus Life Duties

- Provide a safe and friendly living environment for all students, that is conducive to studying for all residents and where individual differences are respected. Be approachable and receptive, encourage interaction among all students in the residence hall.
- Perform nightly rounds to ensure that campus is an academically focused and safe environment.
- Be a reference point for any Emergency situation that may occur on campus.
- Document inappropriate behavior (i.e. behavior inconsistent with the 'CIMBA Behavior and Policy Agreement'). If needed, mediate conflicts between residents.
- Observe and respond to student behavior that may indicate personal, social, or academic problems.
- Assist in planning and conducting social, cultural, and recreational programs (i.e. sports matches, movies, holiday events.) Semester CAs have a real leadership role in various events.

¹ (*) If your final exam or holiday schedules do not permit an early arrival, please contact the University of Iowa CIMBA office immediately with your travel schedule. Only under extreme circumstances will we allow students to arrive late to training.

(*) American citizens do not require a visa for a stay of less than 90 days in the European Schengen zone. For Spring and Fall with RA training, students are in country for almost 90 days from the day of arrival until the Sunday after the program ends; therefore, you will not be able to arrive early or stay later within the Schengen zone.

- Make announcements and update students on events and activities, take attendance at events, check students in on buses and accompany the groups on trips and sponsored events (i.e. formal dinners, company tours, optional trips).
Note that during the summer, there are daily cultural trips that Assistants will be scheduled to chaperone.
- Be responsive to emails/text from CIMBA staff concerning campus life at all times or communicate promptly if you are unavailable.

Office Duties (Office hours will be assigned depending on your class schedule)

- Assist students with day to day requests (laundry tokens, trips and events sign-up, schedule information, sport supplies etc)
- Help the CIMBA Staff organize students' materials, carry out requests from Professors and other office activities
- Attend CIMBA staff meetings
- Run classroom checks
- CAs typically work 10 hours per week

Conditions of Employment

- Campus Assistants are expected to abide by the rules set forth in the CIMBA Student Behaviour and Policy Agreement.
- CAs should understand they must maintain the confidentiality of sensitive information shared with them by the office staff, other CAs, students, and professors in order to protect and respect the integrity and interests of the office and individuals in the program.
- *You will be allowed to travel with the students on the weekends and travel breaks*, but in case of emergencies, the CIMBA staff and the Assistants will coordinate so that campus is adequately staffed even during the weekends.
- CAs should not compromise the integrity of their position on campus by engaging in actions and behaviors which would lead others to question their impartiality, judgement or seriousness with which they approach their jobs (I.e. being publicly intoxicated or acting irresponsible in front of students, faculty, or staff).
- CAs are expected to adhere to ethical behavior throughout employment with CIMBA including setting a positive example for all students. Setting a positive example on campus would be for the RA to be on time for classes and prepared at all times.
- CAs must always be aware they represent the interests of CIMBA while on and off campus and their behavior should reflect a positive image of the CIMBA programs.
- It is expected that any issues an Assistant is having with other students, staff, faculty or administration be brought to the attention of the CIMBA staff, rather than trying to diffuse the situation themselves.
- To participate in, and complete, the CIMBA LIFE program with optional participation in the LEAP program(Semester Assistants)

Termination

The Campus Assistant may terminate their employment by giving two weeks' notice in writing to the Campus Life Coordinators and Office Manager. When termination is necessary, one week's notice will usually be given by the employer. In extreme circumstances, an RA may be discharged without written notice for just cause and could be relieved of their duties immediately. In the event an RA terminates her/his employment or is relieved of their position, CIMBA and The University of Iowa Office will work out the financial aspects of the session award provided as part of the employment agreement according to the time remaining in the session.

