



SYRACUSE UNIVERSITY MADRID VACANCY ANNOUNCEMENT

Syracuse University Madrid is seeking qualified candidates for the position of Resident Assistant (RA). This is a part-time position (20 hours).

The Syracuse Madrid RA will live in a single room on a floor in Syracuse Madrid's student residence and serve as a resource and referral person, role model, peer counselor, University policy enforcer, liaison and leader for Syracuse Madrid students. The RA's objective is to assist all Syracuse Madrid residents, including students, faculty and University representatives, who may need increased attention and support due to the challenges inherent to being in a new environment.

The RA, under the supervision of the director of Student Life, will assist in creating an environment of community, organize and supervise student activities among the residents, liaise between the students and the residence hall staff, and report inappropriate behavior. Furthermore, the RA will work to maintain an environment that is conducive to the academic and personal success of Syracuse Madrid residents.

This is a 12-month position with a vacation period from mid-July to mid-August.

The RA will report to the director of Student Life at Syracuse Madrid, and will work in collaboration with the housing coordinator.

DUTIES AND RESPONSIBILITIES:

- Promote an environment conducive to academic success, personal growth and responsibility and community accountability;
- Assist in the coordination of and attend all residence activities. Encourage the participation of Spanish residents;
- Act as a role model and resource guide;
- Following Syracuse Madrid protocol, report to designated staff cases related to violations of the Code of Student Conduct and/or El Faro guidelines;
- Following Syracuse Madrid protocol, report to designated staff cases of concern for student well-being and/or physical or mental health and follow up as necessary;
- Mediate in the resolution of conflict within the residence, including roommate issues;
- Participate in the meal quality control committee along with residence hall staff;
- Keep a timely register of student sign-in and sign-out using data provided by the reception desk;
- Be familiar with Syracuse Madrid's emergency protocol and be prepared to enact if/when needed;
- Participate in the emergency team which includes staffing Syracuse Madrid's 24-hour, residence-hall emergency phone;
- Participate in regularly scheduled daytime meetings and professional development; and
- Participate in pre-semester Signature Seminars and other activities and excursions, as directed;
- On-site hours for meetings with residents and activities will be weekday evenings though meetings with Syracuse Madrid and El Faro staff will be during regular office hours.

EDUCATION AND EXPERIENCE:

- Earned bachelor's degree;
- Experience with U.S. higher-education, including residence life;
- Experience planning and executing activities for student groups;
- Experience working with a diverse student body; and
- Life experience in and knowledge of the United States and Madrid preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in spoken and written English and Spanish;
- Knowledge of U.S. culture;
- Ability to communicate well in group and individual situations;
- Ability to establish a rapport with people with a wide variety of backgrounds while still upholding Syracuse Madrid's guidelines, norms, and policies; and
- Ability to quickly and effectively evaluate emergency situations and respond appropriately.

APPLICATION DEADLINE: Friday, April 20, 2018.

STARTING DATE: Monday, May 14, 2018.

EMPLOYMENT CONDITIONS:

- Must be legally able to work in Spain at the time of application;
- Must comply with all visa, work authorization, and tax-related laws and regulations as a condition of employment;
- Must be able to work variable hours, evenings and weekends;
- Must be able to travel locally and/or internationally with overnight travel.

SALARY AND BENEFITS:

- Individual room in residence hall with meals plan and utilities included; and
- Salary commensurate with candidate's profile

APPLICATIONS:

Interested candidates for the Resident Assistant (RA) position should send, in English, a letter of introduction and a résumé/CV to Ariadne M. Ferro Bajuelo at amferro@syr.edu.