

**\*Job Title: Rome Work-Study Office Assistant\***

**Location:** Rome Campus

**Job Summary:** The Work-Study Office Assistant will support the programs of the St. John's University Rome campus working closely with the Administrators in Rome.

**Job Responsibilities:**

- Assist administrators on the Rome campus
- Responsible for clerical work (including but not limited to: classroom set-up, inventory of office supplies and restocking, making copies, sending faxes, answering phones, and assisting with AV Equipment, distributing cleaning supplies to students) and be the first point of contact in the reception
- Assist with students and faculty inquiries
- Assist and accompany students to local events
- Collaborate with the Social Media Manager to create, curate, and manage all published content (images, videos and written documents) for the SJURome.com website. Document events via photos and videos
- During special events, work as part of the Student Life team

**Qualifications**

- Organized, detail oriented, and able to handle multiple tasks
- Excellent written and verbal communication skills
- Excellent customer service, writing, computer skills, including Microsoft Word, Excel and Outlook
- Experience working with diverse groups
- Experience and knowledge of social media platforms Mainly, TikTok, Instagram, and Facebook
- Ability to create and edit videos is preferable

**Eligibility:**

- Have at least \$1,500 of College Work-Study (CWS) funds for the semester in which they study abroad
- Be confirmed to attend the Semester in Rome program

**How to apply:**

- Complete the online Student Employment Application, accessible through UIS. (If you need assistance with the online student employment application, read the information here).
- Email your résumé and cover letter to Claudio Marinangeli [marinanc@stjohns.edu](mailto:marinanc@stjohns.edu) and Elisa Bracalente [bracalee@stjohns.edu](mailto:bracalee@stjohns.edu).

