THE NEW SCHOOL
STUDENT HOUSING AND RESIDENCE LIFE

Parsons Summer Intensive Studies in Paris 2013

ASSISTANT RESIDENCE COORDINATOR
JOB DESCRIPTION

Parsons The New School for Design will employ an Assistant Residence Coordinator (ARC) for the 2013 Summer Intensive program in Paris, France. The program is an intensive three-week residential studio art program for approximately 125 pre-college and college/adult students. The program combines intensive studio work in drawing and painting, fashion design, and photography with an immersion in French culture.

The Assistant Housing Coordinator will:

- Assist the Residence Coordinator (RC) in overseeing the residential component of the program including a staff of three Resident Assistants (RAs).
- Assist in the planning and implementation of programs and events and evaluate student performance and behavior while in residence and during extracurricular events.
- Assist with planning and publicizing of a final exhibition of student work.
- Respond to and report all incidents and concerns using the current forms and procedures of The New School.
- Assist the Residence Coordinator in documenting all aspects of the housing program for submission to the Program Coordinator to be included in a final report to the Parsons SPACE (Summer, Pre-College and Continuing Education) program.
- Assist at the school with academic events as needed, including overseeing evening drawing workshops and going on field trips with classes.
- Develop and promote programs which include communication with various organizations and venues.
- Attend all program excursions and events.

Requirements for the coordinator position include:

- BFA, preferably in art and design
- Familiarity with Parsons, The New School for Design and other colleges of art and design.
- Substantial experience in residential housing in an academic environment preferably at the New School
- Experience in the training and management of RAs in a residential setting
- Fluency in French
- Strong organizational skills
- Effective oral and written communication skills
- Must not currently be on probation for a violation of the code of student conduct
- Must possess a cumulative undergraduate GPA of 2.5 or a cumulative graduate GPA of 3.0

Compensation

This is a temporary position, renewable annually, with a salary of $2,100 plus a $500 meal stipend payable in two installments in July. Parsons will cover the cost of housing in our leased facility while in Paris, transportation by taxi to and from the airport in New York and Paris, and plane fare. All other personal expenses are to be covered by the ARC.

The ARC will work full-time from July 3rd, 2013 through July 28, 2013. In addition, the ARC will attend a full-day planning/training sessions, in the month of May or June (specific dates to be determined). The ARC should be available to answer questions, as necessary, throughout the year following the program.

Applications can be found on the Office of Student Housing and Residence Life website:

http://www.newschool.edu/studentservices/housing/subpage.aspx?id=58243

For more information regarding the hiring process, please contact Marsha Dawson Area Coordinator of Stuyvesant Park at dawsonm@newswchool.edu.

Applications are due Friday, March 15th, 2013