THE NEW SCHOOL
STUDENT HOUSING AND RESIDENCE LIFE

Parsons Summer Intensive Studies in Paris 2013

RESIDENT ASSISTANT JOB DESCRIPTION

Parsons The New School for Design will employ three Resident Assistants (RAs) for the 2013 Summer Intensive Studies 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.

If you have worked for The New School as an RA at our New York City campus, please note that the Residence Assistant position in Paris is a very different experience and requires attention to the following information.

The Resident Assistant will:

- Work with the Residence Coordinator (RC) and Assistant Residence Coordinator to ensure the mental and physical safety of all students enrolled in the program.
- Work closely with the Program Coordinator in preparation for the incoming. classes. This includes helping set up for the academic program at the school and preparing both the Academic and Residential orientations.
- Enforce all housing rules established by the program, including a curfew for pre-college students each evening at midnight.
- Work with the RC to plan and implement housing activities that meet the needs of the students.
- Assist with the organization and attend all weekend trips and support studio curriculum.
- Assist with planning and publicizing a final exhibition of student work.
- Maintain daily office hours <u>at the school</u> and on-call duty from 7:00 pm- 8:00 am when assigned.
- Monitor student residential performance and assist them in adjusting to rigorous study in design and living abroad.
- Assist with student orientation to the residential campus, the commute to school and living in Paris.

Requirements for the resident assistant position include:

- Current undergraduate or graduate student at The New School.
- Familiarity with Parsons The New School for Design and other colleges of art and design.
- Experience as a RA in a New School Residence Hall preferred.
- Conversant in French.
- Strong organizational skills.
- Effective oral and written communication skills.
- Must have at least sophomore status.
- 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.
- Must have own health insurance coverage for the duration of the program.

Compensation:
This is a temporary position with a total compensation of $1,700 plus a $500 meal stipend payable in one installment at the end of July. Parsons will cover the cost of housing in our leased facility while in Paris. All other personal expenses are to be covered by the RA. RAs are required to have their own health insurance coverage for the duration of the program.

The Resident Assistant will work from July 3rd, 2013 through July 28, 2013. In addition, the RAs will attend one full-day planning/training session in May 2013 (exact date TBA).

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