- **Residential Assistant at NYU Madrid**

  – Part Time (20hrs), Pending Approval of Position

The Resident Assistant lives on a floor in an undergraduate residence and serves as a role model, peer counselor, resource and referral person, NYU policy enforcer, activity programmer and leader for residents of the assigned floor(s). Their objective is to provide year round residence life support to NYU in Madrid students and NYU Summer guests – faculty who face the challenges of unfamiliar surroundings and adapting to a foreign culture and language, creating a greater need for attention and support. Under the supervision of the Manager of Student & Life and Housing, the R/A’s are expected to assist in the development of community, organize and supervise various student activities and report inappropriate behavior, creating in the residence hall an environment that is conducive to the academic and personal growth of residential students. RAs work with NYU Madrid staff to provide 24/7 emergency response to students. This is a 12 month live-in student housing, part time position (20 hours per week), mostly on evenings and weekends and with the rotation of an emergency phone. RAs are also expected to attend scheduled daytime meetings with the NYU Madrid Student Life staff at the NYU Madrid Academic Center. RAs will have additional duties to staff NYU Madrid’s emergency phone on a rotating basis with NYU Madrid staff (one week in five)

Responsibilities/Duties:

- Create a living and learning environment that promotes academic growth, personal responsibility and community accountability
- Assist in the coordination of all student activities
- Provide guidance and support as a role model
- Be available to community members as a resource
- Report all cases of students in difficulty or distress (including those who have violated NYU Madrid policies and need to receive judicial sanctions) to NYU Madrid staff.
- Report medical and mental health/wellness related problems to NYU Madrid staff and conduct follow up
• Know and be prepared to enact all emergency and crisis procedures
• Participate in regularly scheduled meetings and training programs
• Provide crisis response services after hours if on call with the emergency phone.

Requirements:

• Legally able to work in Spain
• Excellent English and Spanish communication skills (written and oral)
• Preferably having lived in the United States and/or been in contact with the US education system
• Experience of living for a significant period of time in Madrid; enthusiastic about the city, and keen to share this knowledge with others
• Experience working with students, preferably in a residential setting and experience leading and organizing student activities

Salary and benefits:

• Individual Studio with all expenses included
• Salary commensurate with candidates profile

Interested candidates please send your resume/CV to Rodrigo Urbina at rodrigo.urbina@nyu.edu