



Italian Studies Program Student Assistantship

Description

Every year the Italian Studies program seeks a student assistant at the beginning of the academic year. The student assists the Musco Chair of Italian Studies in general event coordination and promotion, community service projects, program research, and administrative tasks. This paid position provides valuable pre-professional training and cultural exposure for a committed student who is passionate about the promotion of Italian and Italian-American culture.

Eligibility

A graduate or undergraduate student enrolled at Chapman University. Priority will be given to majors and minors in Italian (other students with a demonstrated interest and good grades in Italian will be considered as well).

Responsibilities

- * Attend program events and help with general coordination and promotion (event registration, take photographs, write/edit promotional text).
- * Perform various errands and tasks on campus (library errands, copying and scanning, mail delivery, etc.).
- * Perform research on possible internship opportunity locally and in Italy.
- * Gather and organize program information.
- * Website management
- * Process basic grading and assessment materials.
- * Create basic teaching materials.
- * Other tasks assigned by the Musco Chair.

Required Qualifications

1. Knowledge and interest in learning about Italian language and culture
2. Written and oral skills in both Italian and English
3. Availability for events dates
4. Skills in graphic design
5. Technology: video editing, word processing, slides, and accounting sheets.

How to apply

The position starts in September. To apply, send a copy of your CV and a cover letter to Dr. Pacchioni at pacchion@chapman.edu by August 1st. Finalists will be contacted in late August.