

***DUE DATE FOR SA APPLICATION: Monday, March 25, 2019***  
***DUE DATE FOR RA RECOMMENDATION: Monday, March 25, 2019***

**UNIVERSITY OF DALLAS**  
**Rome Student Assistant Application**

**RESIDENT ASSISTANT RECOMMENDATION**  
**(THIS FORM MAY BE COPIED.)**

**(TOP PORTION IS TO BE COMPLETED BY APPLICANT.)**

**Name of Applicant:** \_\_\_\_\_

**Waiver of Access to Recommendation**

I hereby waive my right under the Family Educational Rights and Privacy Act of 1974, as amended, to inspect or review this letter or statement of recommendation submitted by a staff member or outside source.

I certify that this waiver is given voluntarily to me.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I do not wish to waive my rights to inspect or review this letter.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Resident Assistant** \_\_\_\_\_

**Campus Phone Number** \_\_\_\_\_

Have you read the job abstract describing the Rome Student Assistant position? **YES**[  ] **NO**[  ]

\*If you have not read the abstract, please contact the Rome Office for a copy before completing the recommendation.

How long have you known the applicant? (mo/yr) \_\_\_\_\_

As an RA how often did you communicate with the applicant? \_\_\_\_\_

Based on the abstract, please comment upon the way the applicant has demonstrated a level of maturity/responsibility sufficient to fulfill the Student Assistant position. For example, has the student exemplified leadership abilities? How has he/she been a positive peer influence?

Please describe a particular action or conversation which would offer insight into the applicant's willingness to help others.

To your knowledge, has the student been involved in any questionable situations or incidents which would call into question his/her ability to fully commit to the SA position? Has the student's past behavior revealed any obstacles that would stand in his/her way of being an Assistant?

Please attach any additional comments regarding the applicant.

**RA's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***Please return this recommendation to the applicant or the Rome Office  
by 5:00pm, Monday, March 25, 2019.***

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**ROME STUDENT ASSISTANT ABSTRACT**

The University of Dallas believes that the Rome semester offers its students an extraordinary, life-changing experience. During the Rome semester, UD students travel, work, study, and pray together throughout an intense four months. The energetic schedule and close community create a wonderful opportunity for personal growth and increased maturity, but they also require a staff of people who are ready to give shape and structure to the Rome experience. That's where you, as an SA, come in. Working in conjunction with the rest of the Rome staff, you will play an important part and serve as a role model for your fellow UD Rome students.

Every SA should strive to uphold the goals of patience, concern for one's neighbors, diligence in studies, and moderation in alcohol consumption while upholding exemplary behavior in a different cultural and social setting. In addition, every SA should ideally make a serious commitment to truth, honesty, observing upstanding moral and ethical behavior, and respect for others.

But how does one live out these goals in the real world? In the Rome community, the SA position is perhaps best compared to the role of a leading citizen. A leading citizen is not responsible for making the laws for his society. Rather, it is his willingness to make a special commitment to his community, to obey its rules, to help his fellow citizens, and set a good example through his contribution to his community that sets him apart.

During the Rome program, SAs are not in charge of discipline, social activities organization (with the exception of one event), or academic planning, but in their active involvement in enforcing quiet and open house hours, leading others in participating in social events, and in their hard work at their studies, the SAs affect the success, or failure, of these activities.

In fulfilling your duties as a leading citizen, you help in creating greater opportunities for your classmates, as well as for yourself, to grow personally, emotionally, and spiritually. The role of the Student Assistant, therefore, is an exciting chance to help others reach the highest aspirations of the Rome adventure. To actively pursue the ideals of the Rome semester in its academic, social, and spiritual pursuits is at the very essence of your role as an SA.

As an SA you will work in the Rome program in many different capacities. You may be asked to help staff distribute passports before boarding the boat to Greece, to hand out walking tour materials, or to help set up for social or academic events. The staff and faculty will depend on you to help them in a wide variety of activities. In the dormitory, you will have further responsibilities, especially when you are on duty.

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**EXPECTATIONS OF A ROME STUDENT ASSISTANT**

**Establishing a Healthy Residence Hall Environment**

1. Help residents develop a respect for each other's rights and freedoms.
2. Help students develop a respect for private and university property.
3. Encourage an atmosphere conducive to study.
4. Know and communicate well with residents.
5. Encourage residents to participate in University programs and campus activities.

**Assisting Student Needs**

1. Facilitate residents' interaction with each other and the development of a campus community.
2. Make him/herself available for contact.
3. Know resources to help students and refer students for help when it is needed.
4. Follow up with residents to see if assistance has been obtained and to learn whether other assistance should be sought.
5. Show concern for people and their problems.
6. Be aware of the attitudes and behavior patterns of the dorm residents.

**Establishing Structure in the Hall Environment**

1. Set an example by adhering to rules and regulations of the University.
2. Know the rules and regulations, including their rationale, of the University, and of the Rome Campus in particular.
3. Assist residents in knowing what the University/Rome Program expects of them.
4. Report infractions of the University's rules and regulations according to the established procedures.
5. Support the University's regulations.
6. Duty in the residence hall on weeknights and selected weekends. Duty rotates among four assistants.

**Assisting Campus Programming**

1. During weekly office hour, plan community events and organize one event per semester, such as a movie viewing, Capp house, 10-day stories or basketball tournament.
2. Facilitate programming activities on campus through own initiative and/or working with staff and other residents.
3. Support campus programming by personal attendance.
4. Offer support on group trips, including weekly visits to Rome for the Art and Architecture class.

**Completing Administrative Responsibilities and Assisting Rome Staff**

1. Serve as liaison between the Rome staff and residents.
2. Assist with communications with and between residents, Rome Campus staff members, faculty and other staff.
3. Assist staff on group trips, waking students, organizing people in ports to and from Greece or Sicily, etc.
4. Look for where help is needed and pitch in.
6. Participate in semester opening and closing.

**Opening/Closing:**

Arrive in Rome two days early for training; depart one day late to help clean up.

**Orientation:**

Aid staff at airport, collecting, shepherding  
Learn and convey orientation schedule  
Assist with opening convocation and reception  
Book distribution

**Closing:**

Book collection  
Closing Convocation and Reception  
Aid in waking up students for departure  
Aid in luggage removal from buses at airport