

N.U.in Italy Program Coordinator

<https://www.johncabot.edu/employment-opportunities/administrative-staff.aspx>

John Cabot University, a regionally accredited American liberal arts university in Rome, Italy, is currently looking for a full-time **Program Coordinator for the N.U.in Italy Program**. The N.U.in Italy Program, administered by the Global Experience Office (GEO) at Northeastern University in Boston, is a unique opportunity for freshmen accepted to Northeastern University to study at John Cabot University during the Fall semester and enter Northeastern University in the Spring. Students embark on an exciting start to their academic journey at John Cabot University (JCU) in Rome, which provides academic courses to participants, while N.U.in on-site staff provide on-site leadership and support services in collaboration with John Cabot University staff and Northeastern staff.

The Program Coordinator is central to the support and leadership of the N.U.in Program in Rome. Each coordinator on the team is responsible for a group of approximately 30 students. The Program Coordinator acts as a point of reference and helps students navigate their first semester at university, from orientation at JCU to how to access services on and off campus to accompanying students to the hospital when necessary. This position also requires on-call and crisis management duties outside of office hours, meaning the N.U.in Italy Program Coordinator position is not a set 9-5 job. This offers a certain amount of flexibility, guaranteed respite, and wellbeing checks to staff overseen by the Program Manager.

The N.U.in Italy Program Coordinators live on-site when they are on-call for the entire duration of the semester, in the JCU student residences, alongside the students they manage, but sharing with other N.U.in staff.

Overseen by the N.U.in Program Manager, the N.U.in Italy Program Coordinator is given full training prior to the arrival of students by both Northeastern and JCU leadership.

Qualifications and requirements

Bachelor's Degree;

Must be fluent in English speaking, reading, and writing;

Must be fluent or have a very good command of spoken Italian;

Legal valid documents to work in Italy. All applicants must already be in possession of valid and current EU working documents in Italy at time of application. JCU cannot sponsor candidates for working visas in Italy for this position;

Willingness to travel to the USA for up to two weeks in July;

Minimum 1 year of demonstrated student service experience or higher education experience in a residence life or student affairs capacity which includes experience living with or working with students (in a residence life, student affairs, camp counselor, or related role);

Experience with crisis management preferred;

Proven ability to work well as a member of a close-knit team;

Ability to excel under stressful conditions while efficiently accomplishing tasks in fast-paced environments;

Experience living, working, or studying in Italy with the ability to demonstrate intercultural sensitivity and global awareness;

Event management experience for large groups with attention to detail.

Responsibilities include, but are not limited to:

Participating in on-site/virtual training both at Northeastern in Boston and JCU in Rome prior to student arrival;

Participation in campus orientation upon student arrival;

Creating social activities, including on and off campus programming;

Chaperoning day and weekend trips to local monuments and sites in the surrounding area;

Connecting students to on-site academic, medical and mental health resources;

Being a first point of contact in cases of emergency;

Monitoring the student residence on a rotation;

Reporting and logging incidents via internal systems;

Participating in weekly team meetings;

Occasional, but extremely limited weekend duties.

Contractual periods

The N.U.in Italy Coordinator contractual dates are tentatively set for July 9th to December 17th, 2025. Paid vacation is tentatively set from August 11th to August 22nd, 2025. While it is in our interest to be as specific as possible, all dates can be subject to change.

The **deadline** to apply is **April 15th, 2025**. Late applicants may still be considered, but priority will be given to those who submit their applications by the deadline.

N.B. If necessary, housing can be provided for training at JCU.

Why apply for this position?

Opportunity to gain valuable experience in the fast-growing world of International Education and Study Abroad;

Gain a myriad of soft and hard skills (interpersonal relationships to conflict de-escalation to Excel to detailed report writing);

Learn to work and thrive in a close-knit team;

Understand time-management and how to best prioritize your work;

Fully covered housing from August 18th until December 17th;

Opportunity to travel to Boston for up to two weeks in July for in-person training and orientation of the Northeastern campus (room and board covered);

Gain experience in emergency response, flexibility and boundary-setting in a professional environment.

Please send your (ENGLISH only) CV and cover letter to louise.kennedy@johncabot.edu with subject line "N.U.in Italy Program Coordinator." While we appreciate every application received, note that only short-listed applicants will be contacted.

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John Cabot University, a regionally accredited American university in Rome, Italy, is an equal opportunity employer that is committed to diversity and inclusion in the workplace. The University prohibits and will not tolerate discrimination and harassment of any kind based on race, color, ethnic or national origin, religion, sex, age, sexual orientation, gender identity, marital or parental status, or disability in any of its policies, programs, and services.