



RESIDENT ASSITANT (Part-Time)

VILLA INTERNATIONAL Atlanta, Georgia

Villa International is a 33-room residence founded in 1967 as a “home away from home” for international guests in Atlanta. Villa offers short-term housing for those looking for a friendly and affordable place to stay. Since our doors opened in 1972, we have hosted over 28,000 residents from 179 countries.

Located adjacent to the Emory University campus, our residents are primarily international researchers at the Centers for Disease Control and the Rollins School of Public Health at Emory. Many others, such as public health professionals of all varieties, interning doctors, students, and professionals, have also called Villa home during their stay in Atlanta.

Villa International is seeking a resident assistant who will live onsite and support our mission: “Villa International is dedicated to serving the global health community. We provide a warm, welcoming, affordable home away from home for international professionals training at Atlanta’s renowned public health institutions and universities.”

GOALS OF THE POSITION

The Resident Assistant (RA) will be an integral part of the Villa team, reporting to the Executive Director. The Resident Assistant is expected to interact with the guests and residents, helping them to feel at home, and assisting them whenever possible. In this capacity, the RA is expected to show hospitality while also carrying a voice of authority about rules and acceptable behavior.

DUTIES AND RESPONSIBILITIES

The Resident Assistant and other staff will take turns being on-call on weekday nights after 5 p.m. and weekends. When on call the Resident Assistant handles basic hospitality and coverage of the duties of the front office, which include:

- a. Greeting and checking in guests arriving on weekdays between 5 p.m. and 11 p.m. and Saturday and Sunday between 8 a.m. and 11 p.m. This includes collecting and accounting for rent and giving tours of the facility.
- b. Assisting with programs such as weekend day trips to local attractions or welcome dinners, answering questions about MARTA and other transportation, and participating in occasional volunteer workdays and activities.
- c. Monitoring the facility and checking that the building is secure each night at 8 p.m.
- d. Acting as an emergency contact for guests during nights and weekends for any significant issues that arise.
- e. The Resident Assistant is occasionally responsible for emergency facilities management (e.g. unstopping toilets, changing light bulbs, mopping up floors) and handling any other

emergency that occurs, including those that require the fire department, police or other emergency responders.

- f. Participating in a one-hour weekly staff meeting to review upcoming arrivals, discuss programming, and provide insight into guest concerns and issues.
- g. Be available for weekday coverage and emergency response on select holidays and observances that take place on weekdays.

WORK SCHEDULE

The Resident Assistant is on-call every other week, including the weekend, as shown below. While on duty, the Resident Assistant does not have to be in the building but must be either accessible on site at Villa International, or reachable by phone and able to get to Villa International within 30 minutes.

On-Call Periods -- *EVERY OTHER WEEK*, including the weekend

	<u>On Call Hours</u>	
Weekdays	Monday-Friday	5:00 PM to 8:00 AM
Weekend	Friday	5:00 PM – Monday 8:00 AM

COMPENSATION

The Resident Assistant receives no salary but is provided without charge a one-bedroom apartment with a screened-in porch.

QUALIFICATIONS

The Resident Assistant must possess:

- A pleasant, outgoing personality
- The ability to live onsite and be on call, especially during nights and weekends
- Strong communication and interpersonal skills including the ability to provide emotional support and guidance to guests as needed
- Demonstrates cultural sensitivity and awareness
- Experience interacting with international visitors or living in diverse environments
- The ability to multitask, manage programming, event planning, and documentation
- Basic computer and clerical skills
- The ability to enforce policies and handle emergencies
- A minimum of 3-5 years of professional work experience
- A college degree
- Training or coursework in intercultural communication, student affairs, or counseling is beneficial

To apply, please send your resume to rebecca@villainternational.org.