



TIPPIE COLLEGE OF BUSINESS

Campus Assistant (CA)

Position Description

Program: CIMBA Italy Undergraduate Program

Location: Pieve del Grappa (TV), Italy

Position Type: Scholarship

POSITION SUMMARY

The Campus Assistant (CA) role is a student service appointment within the CIMBA Italy Undergraduate Program designed to support campus life and program operations. Campus Assistants remain full-time students, and academic responsibilities always take priority.

This is a scholarship-based position, not an employment role. Campus Assistants contribute to the student experience by supporting logistics, maintaining awareness of campus conditions, and communicating concerns to Campus Life Coordinators and professional staff.

REPORTING STRUCTURE

- Reports to: CIMBA Italy President & CEO
- Works closely with:
 - CIMBA SRL Campus Coordinator
 - CIMBA SRL Program Manager
 - University of Iowa Campus Life Coordinators (CLCs)

KEY RESPONSIBILITIES:

Campus Life Support

- Conduct scheduled campus rounds to monitor safety, noise levels, and facilities conditions
- Provide basic reminders of program policies (e.g., quiet hours) when appropriate
- Support a respectful, academically focused residential environment

Observation and Reporting

- Document incidents and observations objectively and accurately
- Communicate concerns to Campus Life Coordinators or CIMBA staff in a timely manner
- Immediately refer emergencies or serious concerns to the appropriate resource, including emergency services, Campus Life Coordinators, or professional staff

Events and Programming

- Assist with CIMBA-sponsored events and activities
- Support attendance tracking, logistics, and student check-in
- Provide support during student arrivals, orientations, and program transitions

Operational Support

- Assist with campus preparation prior to program start
- Support basic office and program logistics as assigned
- Contribute to semester projects (e.g., yearbook, student activities)

ROLE BOUNDARIES

Campus Assistants:

- Support, observe, document, and refer

Campus Assistants do not:

- Manage or resolve incidents independently
- Enforce disciplinary actions
- Investigate incidents
- Hold responsibility for emergencies or serious student issues beyond immediate referral to the appropriate resource

All escalation, decision-making, and follow-up responsibilities sit with Campus Life Coordinators or professional staff.

TIME COMMITMENT

Approximately 10 hours per week on average, with variation based on program needs.

COMPENSATION

- Semester appointment: \$3,000 tuition reduction
- Summer appointment: \$1,500 tuition reduction

QUALIFICATIONS

- Acceptance into the CIMBA Italy Undergraduate Program
- Strong interpersonal and communication skills
- Reliability and sound judgment
- Ability to balance academic and program responsibilities
- Comfort working in a team-oriented, international environment