**Rice School of Architecture Paris**

**Job Opening: Assistant Director**

**Position Summary:**

The Rice School of Architecture Paris (RSAP), also known as Rice Architecture Paris, is seeking a qualified candidate to fill the part-time position of resident Assistant Director. Under the direct supervision of the Director of RSAP in Houston, who makes frequent visits during the semester, the Assistant Director is responsible for the day-to-day management of the Rice School of Architecture Paris program. The RSAP curriculum adheres to the highest academic standards to offer students a stimulating, immersive and challenging study-abroad semester in one of the great world capitals. As the onsite coordinator at RSAP, the Assistant Director plays a key role in ensuring that these standards are met every semester.

**RSAP Background:**

Established in 2002 by the current founding director and located in the 12th arrondissement, near la Bastille, the Rice School of Paris, RSAP, has provided over 400 architecture students the ability to explore advanced topics in architecture. The program operates in both the fall and spring semesters. Course offerings include a design studio; seminars in history/theory, technology, and representation; as well as French language and culture classes. The Paris curriculum also includes organized study trips to other cities in France, Europe and the Middle East. Taught by Rice University School of Architecture faculty from Houston, and by leading educators and architects in Paris, and Europe, RSAP, is Rice University’s first satellite campus, taking full advantage of the extraordinary offerings that Paris provides, as well as the city’s role as a cultural nexus for the world. Limited to a maximum 10 students, RSAP is an option for Rice Architecture Fifth-Year undergraduate students returning from Preceptorship, and Rice Architecture graduate students eligible for graduate option studios. The highly efficient and pleasant 140 square-metre facility, located at 19, rue Crozatier, provides studio space, pin-up areas, classroom and seminar space, as well as offices, for use by this small and cohesive community.

**Responsibilities:**

* Day-to-day management of program and physical facilities
* Helping with students’ housing in Paris
* Preparing for students’ arrival
* Supervising students’ progress throughout the semester through regular consultations with the RSAP Director and faculty
* Managing the semester calendar and all curricular activities in coordination with faculty, guest instructors and consultants (checking syllabi and materials, planning classes, site visits and study trips)
* Acting as the primary contact person for students and faculty
* Performing general administrative duties including accounting, and managing the school’s physical facility (maintenance, supplies, utilities, etc.)
* Maintaining regular communication with the RSAP Director in Houston and being available for meetings when the latter travels to Paris
* This Assistant Director is the initial contact person for the students, the Paris-based instructors and contributors to the program, and all service providers

**Qualifications:**

* Master’s Degree
* Experience in a field related to study abroad
* Familiarity with American university systems
* Advanced knowledge of French language and culture
* Knowledge of architectural culture (welcome but not essential)
* Experience in planning scheduling basic academic initiatives
* Computer literacy
* Excellent written and spoken communication skills in English and French
* Excellent administrative, organizational, and interpersonal skills
* Intimate knowledge of Paris and French culture, customs and society
* Ability to work independently and flexibly without day-to-day supervision
* Candidates must be authorized to work in France
* Sufficient knowledge of finances to manage operational expenses (supplies, utilities, services, etc.) and travel costs for curriculum-related trips

**Type of Position:**

* Part-time, in-person, primarily 9-month position, (closely following the Rice University in Houston academic calendar) not to exceed 20 hours a week, with a highly flexible weekly schedule
* Occasional evening or weekend availability required for program-related events or study trips
* During the semester, evening and weekend availability as a contact person for students in the event of an emergency or crisis
* During vacation periods, prior to the start of the Fall Semester (week 3 of August) and Spring Semester (week 1 of January), ability to respond to any last-minute issues that may arise (i.e. visa application problems).
* Rice University requires full vaccination against Covid-19
* Type of contract: non-employee, personal agreement contractor

**Salary:**

* 22,500 euros for 9 months

**Start Date:**

* 1 January 2023

**How to Apply:**

* Please send a resumé with references, and cover letter to director John J. Casbarian, rsap@rice.edu, and direct questions to him. Review of applications will begin immediately and continue until the position is filled.