

OFFICE ASSISTANT (maternity cover)

Description of Employment

- Contract Type: Full-Time (38 hours a week), Defined Term, from April 15, 2026 to January 31, 2027 with the possibility of renewal (please note this is a maternity-cover role);
- Salary: Between €26,000 to €30,000 EUR (commensurate with previous experience) annually (lorido/gross), proportional for the duration of the contract;
- Benefits: Buoni Pasti, collaborative working environment and professional development opportunities;
- Location: Rome, Italy;
- Reports to: Office Manager.

Position Overview

We are looking for an individual to support Pantheon Institute's programs in Rome, Italy. As an Office Assistant, you will provide administrative support to our main office, working under the Office Manager, assisting faculty, staff, and students with day-to-day needs.

Pantheon Institute is an Italy-based nonprofit organization that focuses on academic excellence and experiential learning related to architecture, landscape architecture, urban design, and liberal arts. With innovative programming and a strong focus on student wellbeing, Pantheon Institute is committed to inclusive excellence, intercultural agility, individualized learning, and creative thinking.

Learn more about Pantheon Institute at <https://www.pantheon-institute.com>.

In this position, your responsibilities would include:

- Welcoming students, faculty, visitors, and vendors in a professional and friendly manner;
- Answering, screening, and forwarding phone calls, as well as managing correspondence for both staff and students;
- Monitoring, maintaining, and ordering office supplies as needed;
- Performing administrative tasks such as photocopying, scanning, and filing documents;
- Assisting the Office Manager in organizing daily activities and long field trips, including booking transportation (private buses, trains), hotels, museums, and other venues;
- Supporting the Office Manager with semester-based operations, including enrollment procedures, document verification, and coordinating food and beverage orders;
- Managing calendars, spreadsheets, and, if required, POS systems efficiently;

- Demonstrating high-level multitasking, attention to detail, and discretion when handling confidential information;
- Carrying out other duties assigned by the Office Manager to assist with student services and program operations.

Requirements, Work Experience and Education

- Work experience in sectors such as higher education, tourism, event planning, or hospitality preferred;
- Strong time management and planning skills, with the ability to work independently to execute time-sensitive tasks and duties successfully;
- Sufficient professional proficiency in Italian and English to carry out all of the on-site duties of the position in both languages;
- Strong attention to detail in creating internal and external documents and in managing program and administrative data;
- Ability to cultivate and model practices and behaviors that reflect Pantheon Institute's organizational commitments of fostering an academic community that prioritizes intellectual tolerance and awareness;
- Proven ability to work well in a team and to engage effectively with colleagues across an organization;
- Ability to engage with and support students with diverse lived experiences including students of color, students with mental and physical disabilities, first-generation college students, and LGBTQIA+ students;
- Flexibility and ability to adapt and thrive in ambiguous and changing situations and to shift focus and reprioritize work as needed;
- General knowledge of U.S. university systems, higher education and student life in Italy a plus;
- Experience using Google Drive, Microsoft Office, and Apple systems strongly preferred;
- Undergraduate degree preferred;
- The legal right to work in Italy, physically reside in Rome.

Physical and Work Environment

- Working on a computer, placing phone/video calls, updating systems and documents;
- Occasional physical activities such as arranging chairs/tables in conference room settings;
- Ability to work outside of local business hours/adapt working hours during departure and arrival periods as well as during special events (guest lectures, site visits, etc.).



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To Apply

To apply, please submit your cover letter and CV for this position to info@pantheon-institute.com. Please put your name and "Office Assistant" in the subject line of the email.

In your cover letter, offer a compelling "Why" statement as to your suitability to the role using the job responsibilities and organizational commitments as a framework.

Review of applications will begin as soon as possible and the position will remain open until filled. Only short-listed candidates will be contacted.

Pantheon Institute is an equal opportunity employer, and our hiring process is inclusive of all genders and gender expressions, races and ethnicities, ages, religions and sexualities as well as veterans and people with disabilities.