

UNIVERSITY OF DALLAS

Job Number: 12195/96UD

Rome Resident Coordinator

Date Posted: April 8, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Rome Resident Coordinator for our campus in Rome. This position will foster a supportive campus environment that is safe and facilitates the intellectual, moral, social, and spiritual growth of the whole person in the context of the University's mission statement. This individual will be responsible for establishing a vibrant, healthy community life at the Rome Campus. Additionally, this position will manage the general welfare and behavior of students within an assigned area and for overseeing the general administration of the residence hall(s) in that area.

PRIMARY RESPONSIBILITIES

- Serve student needs by providing support, guidance, and general counseling.
- Plan and organize student activities and programs that foster community, academic success, wellness, and diversity within the parameters of the University's Mission.
- Assist and support academic, religious life, extracurricular, and volunteer programs on campus and in Rome.
- Perform teaching assistant duties in support of Rome undergraduate courses.
- Supervise residential life by participating in weekly duty rotation. Serve as an on-call response to dynamic situations.
- Ensure student compliance with community policies.
- Assist with hiring, supervision, and leadership of student workers.
- Support educational travel programs through regular attendance and academic contribution to travel offerings.
- Manage student activities on the Rome campus. Including but not limited to planning, marketing, and executing student-centric events and assisting student leaders with required event preparation.
- Uphold the community standards of the University of Dallas as defined in its Student Handbook and Code of Student Conduct.
- Assist with campus projects to maintain the physical facility as assigned.
- Attend regular meetings both on an individual basis and in conjunction with the other Resident Coordinator.

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MINIMUM REQUIREMENTS

- Bachelor's degree.
- Experience with activity and entertainment planning, academic programming, bookkeeping, cash management, travel and tour planning; or equivalent combination of education and experience.

ADDITIONAL INFORMATION

- The position is a fulltime regular appointment to the University of Dallas staff.
- Nights, weekends, selected holidays, and on-call shifts may be required.
- May be required to serve on the Irving campus at times when the Rome campus is not fully occupied or in use outside the academic year.
- Individuals assigned to the Rome campus will be required to enroll in a specialized course provided and funded by UD to establish student status while in Italy, and be expected to regularly attend and successfully fulfill the requirements of Italian language classes offered in the Rome campus.
- Supervise student employees.
- An understanding of and commitment to the values and objectives of Catholic liberal education and the ability to effectively communicate with academically talented college students is essential.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.