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 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 Resident Coordinator for our Rome campus who will be responsible for fostering a supportive campus environment that is safe and that facilitates the intellectual, moral, social, and spiritual growth of the whole person in the context of the mission statement of the University. A successful Resident Coordinator will establish a vibrant, healthy community life at the Rome Campus, contribute to the general welfare and behavior of students involved in Rome programs and oversee the general administration of the residence hall on the Rome campus.

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. Duties may include but are not limited to assistance with Italian immigration requirements, orientation programming, textbook distribution, supervision of student dietary restrictions, planning student events/activities, and assisting students who need medical attention.
- Perform teaching assistant duties in support of Rome undergraduate courses.
- Supervise residential life by participating in weekly duty rotation. Serve as 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 Rome campus. Including but not limited to planning, marketing, and executing student-centric events; and assisting student leaders with required event preparation.
• 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.

MINIMUM REQUIREMENTS

• Bachelor’s degree.
• Experience with study abroad programs as a student and/or professional, activity and entertainment planning, academic programming, travel and tour planning.
• Some Italian language skills.
• Ability to drive a standard transmission car.
• University of Dallas graduate preferred.

ADDITIONAL INFORMATION

• Nights, weekends, selected holidays, and on-call shifts will be required.
• May be required to serve on the Irving campus 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 on the Rome campus.
• Must obtain an Italian driver’s license within 15 months of start date, as applicable, and open an Italian bank account.

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; free tuition 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.