



The Office of Global Studies at St. John's University in Rome, Italy, is seeking a Residence Director. We request that all interested candidates apply with a cover letter and resume through the online University system by January 31, 2019. Please note that a cover letter is required for consideration. Legal ability to work in the EU is essential.

POSITION SUMMARY:

Reporting to the Assistant Director of Undergraduate Programs, the Residence Director serves as the primary live-in administrator. The Residence Director manages the Residence Hall, supervises the Resident Assistants, and provides day-to-day support to students.

FOR A DETAILED JOB DESCRIPTION AND FOR APPLICATION INSTRUCTIONS:

<https://stjohnsedu.silkroad.com/epostings/?fuseaction=app.jobinfo&jobid=218452&version=1&source=listserv>

More information on the Office of Global Studies is available here: <http://www.stjohns.edu/global-studies>.

St. John's offers a competitive compensation program which is commensurate with your qualifications, experience, and contingent upon the departmental budget. Housing and a meal plan when students are on campus are provided as part of the salary and benefits.

St. John's University is an Equal Opportunity Employer and encourages applications from women and minorities. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, or any other characteristic protected by law

Position Summary:

The Residence Director serves as the primary live-in administrator. The Residence Director manages the Residence Hall, supervises the Resident Assistant(s) and provides day to day support to students while they are adjusting to their new environment.

Responsibilities:

Provide day to day support for the Residence Hall

- Coordinate with maintenance personnel to manage the day to day operations of the residence and facilities of the Rome Campus to ensure a safe, well-maintained student environment
- Oversee preparations of Residence for student arrival, including coordination with Rome Administration facilities staff and cleaning service.
- Manage check-in and check-outs and coordinate summer bed rental clients, arrivals, departures, orientations and classroom
- Be available and present for student arrival/travel dates. Facilitate the arrival and departure of large groups of students including airport pick-up and drop-off and campus orientation.
- Enforce University and residence hall policies and coordinate with Public Safety as
- Manage room assignments, distribution and recollection of e-keys. Coordinate with IT to input e-key into database.
- Manage administrative reports and forms (e.g. room condition reports, health and safety forms) and submit them to NY and Rome administrators.
- Amend Residence Director Manual and Resident Assistant Manual to reflect needs, policies and procedures specific to the Rome Campus and update as
- Update Rome Campus Student Handbook as necessary in conjunction with Student Affairs Coordinator.
- Manage graduate students dorm and health insurance
- Work to ensure the health, safety and general welfare of all students on John's Rome program in keeping with protocols and guidelines established by St. John's.
- Serve as primary resource for student health and safety on campus, dealing with crises and emergencies as they Coordinate response to such emergencies as needed, in a manner consistent with the university's emergency response protocols.
- Serve as primary contact for students for any mediation or conflict resolution issues.

Qualifications:

- Bachelor's degree required; Master's degree preferred.
- One to two years' experience required.
- Earned undergraduate degree in related field.
- Fluency in Italian and English required.
- Experience with study abroad programs preferred.
- Excellent oral, written, computer and interpersonal skills.
- Experience with educational systems in both Italy and the U.S. preferred.
- Good team player, responsible and able to excel with minimal supervision.
- Strong client service orientation.
- Legal ability to work in the EU is required.

Job Location

Rome, Italy

Position Type

Full-Time

Position Status

Open