

UNIVERSITY OF DALLAS

Director of Student Affairs

Job Number: 10058UD
Date Posted: January 26, 2021

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.

SUMMARY

UD is currently seeking a Director of Student Affairs for our campus in Rome, Italy that will assist the VP, Director and Academic Dean of the University of Dallas Rome Program with general administration, campus management, curricular and extra-curricular planning and implementation, and student life programs and services. The Rome Program hosts approximately two hundred undergraduate students per academic year (August – May), along with an additional one hundred visitors within its summer programs (May-August). The successful candidate will contribute to the quality and integrity of student life and services at the Rome Program, manage appropriate departmental budgets, and assist in the development and implementation of the strategic plan for Office of Student Affairs and the Rome Program. Areas reporting to the VP and Director include residential life; judicial affairs; health, and counseling services; educational travel; meal service management; campus safety, upkeep and security; and student recreational activities.

PRIMARY RESPONSIBILITIES

- Assist Deans and Directors in support and encouragement of academic, religious life, student life and summer programs.
- Assist Dean and Director meeting general legal and security responsibilities, including observing student immigration requirements, safety procedures, and security measures.
- Lead and supervise Student Affairs full-time professional staff in their efforts to develop, implement, administer, and evaluate high quality programs, services, and facilities that complement the university's academic program and enrich student learning.
- Assist the Dean and Director in recruiting, developing, and retaining a fully qualified professional staff who possess the educational background, professional experience, and outlook to contribute and advance the mission of the University and its Rome Program.
- Supervise part-time student staff and student workers in the support services they offer to the Rome Program and its professional staff.
- Propose, implement, and enforce University policies and regulations that pertain to student life. Supervise the judicial process offering advice and guidance to judicial officers.

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- Remain current on legal issues in higher education specifically as it relates to student affairs.
- Advise faculty, administration and staff on issues relating to student life.
- Advocate for programs, services, and facilities that will enhance campus life.
- Respond to student crises and emergencies.
- Communicate with parents as appropriate and needed about student life, travel and well-being issues.
- Manage the annual budgets for the Office of Student Affairs.
- Supervise new student orientation and direct the activities of the orientation staff.
- Assist the Director and VP with the updating and general implementation of the Rome student handbook and monitor implementation of the University handbook as necessary.
- Assist the Director and VP with research related to Social Justice, Restorative Justice, and other key values in the university mission statement for best practices.
- Participate in school-sponsored trips and coordinate academic, religious life and student life scheduling and activities in support of those trips.
- Perform other duties as assigned to ensure the efficient and effective operation of the Rome Program, including other job-related duties and work involving non-traditional (evening and weekend) hours as requested by the supervisor, subject to reasonable accommodation.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited university.
- Three years of student affairs experience in progressively responsible positions, ideally in a small, private, liberal arts college or university.

PREFERRED QUALIFICATIONS

- Master's in Higher Education Administration, Student Development, or related field.
- One year of experience with study abroad programs at university level.
- Intermediate-advance Italian language-spoken and written-skills.

ADDITIONAL INFORMATION

Tentative start date of May 1, 2021

- Permanent residence on the University of Dallas Rome Program Constantin Campus in Rome, Italy.
- Residence in private apartment within the Rome Program dormitory.
- Current active employee status with the University of Dallas or possession of a valid Italian work permit (*Permesso di Soggiorno, per motive di lavoro*) or equivalent EU work permit.
- A valid U.S. or Italian or other EU driver's license.
- Must maintain current CPR certification and attend sexual assault education training programs.
- Must attend Italian-languages classes until mastery of intermediate Italian written and speaking skills is demonstrated.

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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.