



Preparing people to lead extraordinary lives

**Loyola University Chicago
John Felice Rome Center
Rome, Italy**

Assistant Director of Student Life

Loyola University Chicago (LUC) seeks nominations and applications for the position of Assistant Director of Student Life, John Felice Rome Center (JFRC) located in Rome, Italy to begin on July 1, 2021. Loyola is a private university founded in 1870 and is one of the nation's largest Jesuit, Catholic Universities, located in Chicago, IL. Loyola is a not-for-profit university consisting of eleven schools and colleges, with five locations in Chicago, one in Ho Chi Minh City, and its campus in Rome, Italy. The John Felice Rome Center has operated as a renowned institution for higher learning in Rome since its founding by John Felice as the Loyola University Chicago Rome Center for Liberal Arts in 1962. The JFRC has served as a fully equipped American campus, now located and recently renovated and expanded on Monte Mario, just 15 minutes North-West of Vatican City and Rome's historic center. Each year approximately 500 undergraduate students pursue a semester of study abroad at the JFRC. Additional programs are offered in the summer for graduate and law students.

Position Description

Reporting to the Director of the JFRC, the Assistant Director of Student Life is an administrative post with primary responsibilities for managing the full residential and student life experience of students attending the JFRC. The Assistant Director of Student Life directly and indirectly supervises full-time personnel in Residence Life. In addition, a team of student Resident Assistants supports the Student Life Office. The Assistant Director of Student Life plays an integral part in the development and promotion of student life on campus, as well as strongly supporting new initiatives and assisting in the academic development of students.

Duties

The duties associated with this full-time, twelve-month position, include:

- Demonstrate an understanding of and appreciation for the Jesuit mission and values of Loyola University Chicago, including a commitment to social justice and inclusion;
- Responsible for the full residential and student life experience of students attending the JFRC;
- Supervise the Resident Life staff of the JFRC;
- Train and provide professional development for the Residence Life and Student Life staff;
- Participate in the 24/7 on-call emergency response system for the campus community;

- Serve as the JFRC representative to enforce the student community codes of conduct, including having oversight of the judicial procedures when the community standards are violated;
- Promote extracurricular activities that concentrate on Rome and Italy, service learning and cultural programming for US, Italian, European, and international students;
- Coordinate JFRC sponsored student travel opportunities to include the orientation excursions, Fall and Spring Break tours;
- Contribute to the development of community and the holistic formation of students through activities and programming;
- Coordinate student programming at the JFRC under the direction of the Director of the JFRC;
- Collaborate closely with the JFRC Director, the Associate Dean for Academic Affairs, and the Associate Director for Operation and Management to ensure a robust and cohesive international experience for students attending the JFRC;
- Direct the Student Life Office that provides developmental opportunities: residential services, orientation programs, campus entertainment and recreation;
- Develop and coordinate procedures relative to all aspects of Student Life, which includes overseeing the production of the residence life handbook, student identification cards, and preparing documents needed for registering all students with the *Questera* (i.e. immigration office);
- Communicate and coordinate with the Division of Student Development at LUC's Chicago campus;
- Provide conflict mediation, crisis intervention and appropriate follow-up for students in the residential community;
- Provide support, assistance and referral to resident students regarding academic, housing, personal or other concerns;
- Manage budgets for student services; direct appropriations of student life and *Forza Roma* funds;
- Coordinate the JFRC health services; includes implementing systems to support health related concerns stemming from the Covid 19 pandemic;
- Work closely with the Associate Dean of Academic Affairs to support the Rome Start program;
- Work collaboratively with the Director and the JFRC Leadership Team in developing new initiatives and programs;
- Serve as the Title IX Facilitator at the JFRC, in collaboration with LUC's Title IX Coordinator and LUC's Office for Equity and Compliance;
- Facilitate Title IX and Cleary training for Loyola Rome Center Student Life Staff;
- Other Duties as assigned by the JFRC Director.

Qualifications

- At least three to five years of strong managerial experience and demonstrated ability to lead a student affairs staff;
- Master's degree in Higher Education Student Affairs or a related field;
- Ability to communicate, both verbally and written, in English and Italian;
- Experience working with diverse populations and willingness to work on a schedule that will include nights and weekends;
- Immigration status permitting work in the EU (citizenship) or the ability to obtain a work visa in Italy;
- Willingness to travel to Chicago for ongoing training as needed.

Additional Information

- This job description is not a comprehensive list of all duties and responsibilities and there will be other duties as assigned by the Director of the JFRC;
- The proposed start for this position is August 16, 2021.

Applications are being accepted and reviewed throughout the summer of 2021 and will continue until the position is filled. Position to begin August 16, 2021. Applications must be submitted to www.careers.luc.edu. Applicants are asked to submit (1) a letter of interest, (2) curriculum vitae or resume, and (3) the names and contact information of three individuals prepared to provide professional references.

Loyola University Chicago is an Equal Opportunity/Affirmative Action employer with a strong commitment to hiring for our mission and diversifying our faculty. As a Jesuit Catholic institution of higher education, we seek candidates who will contribute to our strategic plan to deliver a transformative education in the Jesuit tradition.

In order to gain a clearer understanding of LUC's mission, candidates should consult our website at <http://www.luc.edu/mission/missionandidentity.shtml>. For information about the university's focus on transformative education, they should consult our website at <http://www.luc.edu/transformatived>. Applications from women and minority candidates are especially encouraged.