



Preparing people to lead extraordinary lives

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

Assistant Resident Director of Student Life

Loyola University Chicago (LUC) seeks nominations and applications for the position of Assistant Resident Director of Student Life, John Felice Rome Center (JFRC) located in Rome, Italy to begin on August 16, 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 Resident Director, the Assistant Resident Director is a full-time position. The Resident 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 co-curricular development of students. The role serves to assist in creating living environments that encourage student and community development in the spirit of Loyola University Chicago's Jesuit heritage. The ARD is expected to incorporate the principles of Ignatian education, emphasizing the development of the whole person - mind, body, and spirit.

Duties

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

- Demonstrate an understanding of and appreciation for the Jesuit mission and the values of Loyola University Chicago^[1]
- Assist the Resident Director in supervising Resident Assistants^[1]
- Participate in the 24/7 on-call emergency response system for campus community^[1]
- Provide conflict mediation, crisis intervention and appropriate follow-up for students in the residential community^[1]
- Provide support, assistance and referrals to resident students regarding academic, housing, personal or

other concerns^{{}{}{}}_{SEP}

- Assist in the implementation of programming and education in the residence halls and off-site^{{}{}{}}_{SEP}
- Serve as a Conduct Administrator and adjudicate student conduct cases^{{}{}{}}_{SEP}
- Maintain a weekly schedule of 40 hours per week, including periodic weekend and evening commitments^{{}{}{}}_{SEP}
- Assist with reporting maintenance concerns to ensure appropriate follow-up^{{}{}{}}_{SEP}
- Assist the Resident Director with administrative functions for day-to-day operation of the residential community^{{}{}{}}_{SEP}
- Provide conflict mediation, crisis intervention and appropriate follow-up and referral for students in the community^{{}{}{}}_{SEP}
- Minimum expected length of service: two years, renewable annually for up to two additional years
- Other duties as assigned by the JFRC Director and Student Life leadership team.

Qualifications

- Bachelor's degree^{{}{}{}}_{SEP}
- Prior experience in a live-in residence life role preferred^{{}{}{}}_{SEP}
- Ability and willingness to work varied hours including evenings and weekends as needed^{{}{}{}}_{SEP}
- Ability and willingness to reside in the assigned residence hall community (furnished apartment or suite)
- Share oversight with other ARD
- Proficiency (written/spoken) in English and Italian languages^{{}{}{}}_{SEP}
- Demonstrated leadership ability and ability to work effectively with staff and students
- Experience working with a diverse student population^{{}{}{}}_{SEP}
- Demonstrated skills in crisis management^{{}{}{}}_{SEP}
- Demonstrated ability to collaborate with offices and departments in and outside of student affairs^{{}{}{}}_{SEP}
- Experience in supervising and advising paraprofessional staff and student leaders
- Willingness to travel to Chicago for ongoing training as needed
- Immigration status permitting work in the EU (citizenship) or the ability to obtain a work visa in Italy

Additional Information

Applications will be accepted until the position is filled. Position is to begin August 16, 2021. Applications must be submitted to Dr. Todd Waller, Director of the John Felice Rome Center (twaller@luc.edu). Applicants are asked to submit (1) cover letter, (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.