



International House

Position Description:

Position Title: Vice President of Resident Experiences

Office: Programs and Resident Life

Reports to: President & CEO (Chief Executive Officer)

About International House

International House (I-House) is an interdisciplinary residency program in New York City for graduate students and young professionals from around the world. Founded in 1924, I-House was built on the simple yet radical notion that living in a diverse community instills a lifelong dedication to cross-cultural understanding. Through an intentional admissions process, and both informal and targeted programming aimed at building core competencies in social and cultural intelligence, I-House is leading the way in creating a more secure, peaceful, and collaborative coexistence across the globe. Learn more at www.ihouse-nyc.org.

Position Purpose

International House (I-House) seeks a transformative, resident-focused, individual to serve as the Vice President of Resident Experiences. Reporting to the President/CEO, the successful candidate will oversee the development, management, and execution of all aspects of the resident experience at I-House. The VP of Resident Experiences is responsible for creating a vibrant, innovative, and supportive learning environment that builds community, fosters global learning, and contributes to the personal and professional development of our residents. This role is ideal for a servant leader who can execute non-classroom experiential learning opportunities with the aim at empowering residents to see beyond their experiences, become changemakers and have a positive impact on their communities.

Essential Functions

- Lead the design, development and implementation of a new program and engagement strategy that aligns with I-House's strategic plan and builds on the institution's rich legacy. Develop a creative mix of formal and informal learning opportunities to 'teach' the I-House mission (including the monthly guest speaker program, and traditional legacy events such as Sunday Suppers and Night of Nations). Build and roll-out an annual learning curriculum.
- Deliver one-of a kind immersive "learning through living experience" for residents and create advocates for our mission through community-based learning and friendships. Cultivate a positive and engaging living environment that fosters a sense of community and enables residents to build relationships with one another.
- Provide oversight of the Resident and Program Fellows. Develop and direct systems to select and support 50+ Resident & Program Fellows annually in the planning and implementation of program initiatives and grants.
- Expand and execute an effective promotion and communications strategy, including innovative ways to foster and track broad resident participation and engagement. Work closely with internal communications team to mobilize residents.

- Oversee program planning, assessment, and reporting as required to internal and external stakeholders. Use data analytics to continuously assess the effectiveness of programming and events.
- Manage departmental staff and provide direction and oversight for administrative staff. Oversee recruitment, performance management, and training and development of personnel. Partner with the I-House Board of Trustees.
- Oversee I-House's residential activities and coordination of disciplinary processes and procedures in accordance with I-House's guidelines, policies, and governances. Advise staff on appropriate actions, including emergency situations. Lead annual policy review process.
- Provide executive oversight of the department's overall budget. Assist with the preparation of budgets and grant proposals for the areas of responsibility on a regular basis with an emphasis on annual balanced budgeting.

Qualifications – Education, Experience and Skills

- Masters or advanced degree in higher education administration or a related field is strongly preferred with 7+ years of leadership and program management experience in a fast-paced and growth-oriented environment. Experience in higher education preferred.
- Strong visionary with proven ability to design, implement and evaluate program strategies that facilitate cross-cultural learning through innovative approaches, with a sensitivity and understanding of the alumni and resident program needs and preferences.
- Verified track-record in leading event/program production from planning to logistical preparation to successful execution.
- Demonstrated ability to think creatively about experiential learning opportunities in a non-traditional environment that support social and cultural intelligence.
- Deep understanding of Student Affairs and Residential Life experience is preferred.
- Able to lead a team of highly skilled professionals. Commitment to and competence in collaborating with diverse staff and building inclusivity among staff.
- Proven ability to engage in strategic, analytical, and critical thinking as it relates to overall organizational leadership and problem-solving.

- Must demonstrate professionalism and provide high-quality customer service in accordance with I-House's values. This includes maintaining positive working relationships, confidentiality, and effective communication.
- Integrity, cheerful outlook, mission-driven and self-directed work ethic with demonstrated passion for International House's mission.
- Commitment to multiculturalism and international education.
- Excellent presentation and communication skills, both written and verbal, and experience with public presentation. Familiarity with social media to leverage work outputs.

Salary Range

\$165,000 - \$180,000, commensurate with experience.

How to Apply

Please submit a cover letter and resume via e-mail to careers@ihouse-nyc.org with "Vice President of Resident Experiences" in the subject line.

International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.