



International House

Position Description

Position Title: Director of Programs & Resident Life

Office: Programs & Resident Life

Reports To: Vice President of Programs & Resident Life

Supervises: Manager, Programs; Manager, Resident Life; Resident Fellows; additional supervision duties may be added

Position Summary

Support the overall development and management of programming and resident life with the aim of building community, fostering global learning and contributing to the personal and professional development of resident members. The Director will participate in, and provide support for, the research, planning and implementation of cultural, educational, and social programming for residents of International House which build community, foster global learning, and contribute to the mission and core values of empathy, respect and moral courage. This includes collaborating with the Vice President on the legacy programs, including the Davis Peace Project fellowship, strategic initiatives, to support their leadership and professional development.

Essential Functions

- Support the Vice President in the development and management of a new program strategy that aligns with I-House's strategic plan and builds on the institution's rich legacy. Plan and execute a cultural, social, educational and leadership programs strategy for academic year driven by mission and participant interest.
- Conduct research to identify potential speakers, filmmakers, artists, musicians, panelists and participants for events. Assist in selecting and curating agreed events from development, implementation to execution.
- Oversee the Resident Council and Programs Fellowships annually, including the recruitment, application and selection process, orientation of fellows, and development, delivery and evaluation of leadership training for each cohort; assist in the design and implementation of diverse programming opportunities, including health and wellness groups and programming, stress reduction, adjustment to the leadership immersion experience.
- Supervise the execution of a programs/event calendar and supervision of events, which include assigning staff and fellows to support event execution, recruiting resident participants along with fellows and following up with post event payments, final attendee lists, etc.
- In collaboration with the Vice President, design and implement experiential learning initiatives, laying the groundwork for a future curriculum.
- Develop a system to collect data on events to better improve programming options.

- Supervise members of the professional staff and fellows team to plan programs and events including: orientation, thorough planning of event details, program budget management, publicity, catering, A/V needs, supplies etc. This includes monthly team meetings.
- Oversee the review and/or development of resident life policies and procedures. For example, provide research assistance on federal, state, and local statutes that impact admissions, resident life policies and housing issues, i.e.: pandemics, and disability accommodations.
- Oversee the recruiting of resident participants with Program Fellows taking the lead; assign fellows to serve as volunteers or leaders for various events. Participate in the recruitment and selection of residents for leadership roles, including Resident and Program Fellows.
- Manage I-House fellowships including Davis Peace Projects and Employment Innovation Fellowship.
- Serve as hearing officer for code of conduct violations.
- Help think through program development, strategy and goals for each event and identify new and innovative ways to engage audiences.
- Acts as a liaison to the VP to resolve issues, output quality and work deadlines.
- Oversee the production and distribution of publicity for programs including web content, flyers, email marketing campaigns, social media, and other publicity as needed.
- Coordinate Legacy programming, in conjunction with other I- House departments and staff involved in different aspects of program planning and implementation (i.e.: Facilities, Public Safety, Development, Dining Services etc.).
- Develop and maintain relationships with relevant professional organizations (NAFSA, UN, etc.) and partnering organizations (Columbia University, NYU, MSM, One To World, United Nations, etc.).
- Work some evenings and weekends for certain events as needed.
- Work on other projects as requested by the VP.

Supervision

- Supervise and coordinate administrative support staff and consultants; monitor and prioritize workflow and schedules; oversee the day-to-day administrative operations: budgets, bookkeeping and records management.
- Provide supervision and guidance to resident fellows in the planning, management and implementation of up to 225 events for International House residents per academic year. Participate in the planning and implementation of annual training of the resident fellow leaders. This includes supervision of event details, program budget management, publicity, catering, A/V needs, supplies etc. requested by fellows.

Job Requirements

- Bachelor's degree. Master's degree preferred.
- Extremely organized, detailed oriented, and self-motivated.
- Provocative and creative thinker; ability to think flexibly and manage time effectively.
- Comfortable shifting priorities when needed.

- Strong oral and written communication skills and team player with ability to get along well with others.
- Experience working with diverse and multicultural populations.
- Experience in working in a college or university environment; experience supervising student staff a plus.
- Proven ability to manage budgets and payment processes.

Salary Range

\$100,000 – \$125,000 commensurate with experience.