

# I · HOUSE

INTERNATIONAL HOUSE  
500 RIVERSIDE DRIVE  
NEW YORK, NY 10027-3916

IHOUSE-NYC.ORG



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<b>Position Title:</b>	Director of Programs and Resident Life
<b>Office:</b>	Programs and Resident Life
<b>Reports to:</b>	Vice President of Resident Experiences
<b>Supervises:</b>	Manager of Programs and Manager of Resident Life

## About International House

International House (I-House) is a residency program for graduate students and young professionals, built on the simple yet radical notion that living in a diverse community instills a lifelong dedication to cultural understanding.

Since 1924, I-House has welcomed young people from all over the world to live, learn, and grow together. In addition to offering safe and comfortable housing within a New York City historic landmark, I-House hosts an array of programming and other opportunities designed to foster cross-cultural connection and to help residents form lifelong bonds.

From the outset, our mission has been simple and daring: to cultivate individuals who will help bridge the polarization, isolation, and division our world continues to face. Through an intentional admissions process, we curate an eclectic, interdisciplinary cohort of open-minded individuals who come together at a key stage in life for a crash course in social and cultural intelligence. It is a life-changing experience our alumni carry into their communities, practices, and professions.

Learn more at [www.ihouse-nyc.org](http://www.ihouse-nyc.org).

## Job Summary

We are seeking a dynamic and inspiring leader who is passionate about shaping the next generation of global changemakers. This role plays a critical part in advancing the development and management of resident life and programming, with a focus on building community, deepening resident engagement, fostering experiential learning for global leadership, and supporting the personal and professional growth of resident members.

Reporting to the Vice President of Resident Experiences, the Director will lead, design, and support the research, planning, and execution of cultural, educational, and social programs that bring the International House (I-House) mission to life and uphold our core values of empathy, respect, and moral courage. This role serves as a champion of resident engagement, thriving in student life environments and designing experiences that mobilize, inspire, and connect residents to one another and to the I-House mission. In close partnership with the VP, the Director supports strategic initiatives and oversees

key functions of the Programs and Resident Life team—including legacy programs, special fellowships and grant initiatives, pilot projects, and the collection and analysis of engagement data—to advance the organization's broader vision.

## **Why Work at I-House?**

I-House offers meaningful career opportunities, robust benefits, and a supportive environment for its employees. Perks and benefits include:

- Generous time off including vacation, holidays, and sick time
- Comprehensive benefits including health, dental, vision, and life insurance
- 403b retirement plan with company match
- Tuition assistance and financial support for job training
- Flexible spending accounts for healthcare and related expenses
- Complimentary access to our on-site fitness facilities
- Staff discount in our full-service dining facility
- Employee appreciation events and enrichment programming
- A friendly, inclusive, and collaborative work culture committed to I-House's core values of Empathy, Respect and Moral Courage

## **Key Responsibilities**

### **Strategic Program Leadership**

- Contribute to program development and strategy by defining clear learning objectives for events and identifying innovative approaches to deepen resident engagement.
- Plan and deliver a comprehensive slate of cultural, social, educational, and leadership programming for the academic year, grounded in the I-House mission and informed by resident interests.
- Partner with the Vice President of Resident Experiences to develop and manage a program strategy aligned with I-House's strategic plan and institutional legacy.

### **Program Development & Execution**

- Lead the planning and execution of all traditional I-House annual programming, including legacy events such as Sunday Suppers, Night of Nations, and Fall Fiesta.
- Research and identify compelling speakers, artists, thought leaders, and facilitators to support intentional, high-impact programming.
- Curate selected programs from concept and design through implementation and evaluation.
- Oversee the annual programs and events calendar, ensuring strong logistical planning, seamless execution, and high-quality delivery.
- Provide oversight of resident-led programs and leadership initiatives, supporting the execution of more than 200 events annually.

### **Staff Leadership & Supervision**

- Supervise the Manager of Programs and the Manager of Resident Life, overseeing workflows, schedules, budgets, and daily operations while providing guidance on

- program delivery, community building, resident concerns, and orientation programming.
- Support the recruitment, training, and ongoing development of resident leaders and program fellows.

### **Resident Mobilization, Engagement & Branding**

- Develop and implement a resident mobilization and engagement strategy in close collaboration with the Vice President and team.
- Pilot new programmatic ideas and engagement approaches to enhance participation and impact.
- Evaluate outcomes, identify key learnings, and share insights with Admissions and Communications teams to support storytelling and recruitment efforts.

### **Operations, Budgeting & Administration**

- Oversee the coordination and timely processing of stipends and related payments.
- Collect, analyze, and interpret resident engagement data to inform program decisions and identify opportunities for continuous improvement.

### **Policy, Compliance & Resident Conduct**

- Assist in the review, development, and implementation of resident life policies and procedures.
- Serve as a hearing officer for resident code of conduct matters, as needed.

### **Fellowships, Grants & Special Initiatives**

- Manage special fellowships and grant-funded initiatives, including Projects for Peace and other donor-supported programs.

### **Communications & Cross-Departmental Collaboration**

- Oversee the creation and distribution of promotional materials for all programs, including web content, flyers, email campaigns, social media, and other marketing collateral.
- Coordinate closely with Facilities, Public Safety, Institutional Advancement, Dining Services, and other internal partners to ensure seamless program planning and execution.
- Act as a liaison to the Vice President of Resident Experiences to support issue resolution, maintain program quality, and ensure adherence to timelines and deadlines.

### **Additional Responsibilities**

- Work evening and weekend hours as required to support programs and events.
- Perform additional duties and special projects as assigned by the Vice President of Resident Experiences.

### **Job Requirements**

- Bachelor's degree required; master's degree preferred.
- Seven or more years of progressively responsible experience in residence life, student affairs, student life, or program management.

- Demonstrated experience developing and implementing experiential learning curricula, with a strong interest in teaching and fostering global leadership.
- Strong supervisory, administrative, and decision-making skills grounded in integrity and ethical judgment, including experience in staff development and performance management.
- Highly organized, detail-oriented, and self-directed, with the ability to manage multiple priorities effectively.
- Creative and flexible thinker with strong time-management skills.
- Excellent written and verbal communication skills; collaborative and collegial team player.
- Proven ability to work effectively with diverse constituencies and foster an inclusive, respectful community.
- Higher education experience preferred; experience supervising student staff a plus.
- Demonstrated ability to manage budgets and oversee payment processes.

### **Salary Range**

\$110,000 – \$130,000 commensurate with experience.

### **How to Apply**

Please submit a cover letter and résumé via e-mail to [careers@ihouse-nyc.org](mailto:careers@ihouse-nyc.org) and include the job title 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.