

UNIVERSITY *of* DALLAS

Job Number: 15835UD

Rome Resident Services Coordinator

Date Posted: November 11, 2025

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. We are dedicated and guided by our [Mission](#).

SUMMARY

UD is currently seeking a Resident Coordinator for our campus *in Rome*. This position will foster a supportive campus environment that is safe and facilitates the intellectual, moral, social, and spiritual growth of the whole person in the context of the University's mission statement. This individual will be responsible for establishing a vibrant, healthy community life at the Rome Campus. Additionally, this position will manage the general welfare and behavior of students within an assigned area and for overseeing the general administration of the residence hall(s) in that area. Finally, RCs provide essential support in the organization, planning and execution of program events, travel, activities on campus and during program travel.

PRIMARY RESPONSIBILITIES

- Support students by providing guidance, access to professional services and general counseling when needed.
- Plan and organize student activities and programs that foster community, academic success, wellness, and diversity within the parameters of the University's mission.
- Assist and support academic, religious life, extracurricular and volunteer programs.
- Supervise residential life.
- Ensure student compliance with community policies.
- Assist with supervision and leadership of student workers.
- Support educational and educational travel programs.
- Manage student activities on Rome campus.
- Perform minor campus and facilities' repairs, maintenance and upgrades.
- Uphold the community standards of the University of Dallas as defined in its Student Handbook and Code of Student Conduct.
- Attend regular meetings both on an individual basis and in conjunction with the other Resident Coordinators.
- Assist in the Rome Business Office as needed.
- Assist with emergencies (*e.g.*, fire alarms, medical situations, police visits, *etc.*).
- Perform other duties as assigned

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MINIMUM REQUIREMENTS

- Bachelor's degree or equivalent combination of education and experience.

ADDITIONAL INFORMATION

- Rome Resident Coordinators are required to be enrolled in Italian language courses and pursue student life and academic enrichment initiatives as required by the Rome Program, and as such will be transferred to Rome officially as scholarship/fellowship students.
- Nights, weekends, selected holidays, and on-call shifts will be required.
- CPR certification and valid international driver's permit application are required by the first day of employment.
- The University of Dallas reserves the right to assign Rome Resident Coordinators to work on either the Rome or Irving Campus during the summer (June and July) as is necessary.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from individuals who will enhance our community and advance our Mission.