

## Program Director-Living Learning Community - University Housing

<b>Employee Group</b>	Academic Professional	<b>Position Number</b>	U31325
<b>Reason for Job Description</b>	Replacement	<b>Exemption Number</b>	42001 - TEACHING
<b>Org Code</b>	1270016	<b>Position Class Code</b>	NARHA
<b>Organization Name</b>	Hsg Live/Learn	<b>Classification</b>	

**Exemption Category:** ( ) 36e(2) ( ) 36e(3) (x) 36e(4) ( ) Civil Service

Institution or Agency : UNIVERSITY OF ILLINOIS

HireTouch JobID: 142478

**Title:** Program Director-Living Learning Community - University Housing

### **Primary Position Function/Summary:**

The Program Director - Living Learning Community coordinates the Residential Curriculum and community development in the multiple Living Learning Communities within University Housing at the University of Illinois. The Program Director works collaboratively with faculty, Office of the Provost, and Academic Affairs Colleges and Units, and University Housing staff to design and implement curricular and co-curricular programming and student advising for diverse LLC populations. Additionally, the position works collaboratively with colleagues on campus to support University Housing's mission and vision and to build safe, inclusive communities. This position is a full-time, salaried non-exempt, twelve-month regular Academic Professional appointment.

### **Major Duties and Responsibilities:**

#### **Program Director - Living Learning Community - University Housing**

The Program Director-Living Learning Community coordinates the Residential Curriculum and community development in the multiple Living Learning Communities within University Housing at the University of Illinois. The Program Director works collaboratively with faculty, Office of the Provost, and Academic Affairs Colleges and Units, and University Housing staff to design and implement curricular and co-curricular programming and student advising for diverse LLC populations. Additionally, the position works collaboratively with colleagues on campus to support University Housing's mission and vision and to build safe, inclusive communities. This position is a full-time, salaried non-exempt, twelve-month regular Academic Professional appointment.

### **Major Duties/Responsibilities**

#### **30% - Curricular and Co-Curricular Design and Implementation:**

- Collaborates with staff from various colleges and academic programs to identify course instructors, schedule courses, and plan instructor orientation for required LLC courses.
- In collaboration with faculty, provide on-site curricular opportunities for LLC students.
- Designs, implements, and evaluates co-curricular programming in areas related to the missions and visions of the various colleges, academic units and University Housing.
- Plans, implements, and evaluates the residential curriculum, called the Illinois Residential Experience (IRE), delivery process and identify the learning goals and outcomes specific to the assigned Living Learning Communities in the areas of Academic Success, Social Justice Exploration, Interpersonal Competence, and Engaged Citizenship.
- Meets regularly with the directors and deans of the various colleges and academic programs and Assistant Director of Housing for Academic Programs and attend all required college and academic unit, Advisory Committee, and Residential Life meetings/trainings.
- Assumes a leadership role in promoting action and advocacy for social justice and inclusivity.
- Provides leadership, guidance and support to staff and students in the development of communities with an increased sense of social awareness and social responsibility.
- Supports the academic mission of the university as an educator, guiding staff and residents in the development of communities that support residents' goals for making academic progress and expanding their knowledge of academic and campus resources.
- Understands, uses and applies different sources of information and data such as BANNER systems, degree program requirements, campus resources and policies important for a students' academic success.
- Develops intentional collaborative relationships with internal and external department and campus partners from Academic Affairs and Student Affairs.
- Some LLCs require residents to participate in a course designed for the LLC curriculum, while others offer optional courses. The Program Director would receive priority to teach these courses for additional compensation.

#### **30% - Community Development:**

- Plans, implements and evaluates a broad range of cultural, educational, recreational, and social programs that support the diverse needs of residents and in support of the mission of the University and Housing department.
- Reinforces effective learning behaviors in residents, thereby cultivating a sense of intellectual curiosity and academic persistence.
- Designs, implements, and evaluates orientation programs for LLC residents.
- Provide a bridge to opportunities and developments in respective academic programs and other University Housing LLCs.
- Initiates projects to enhance and improve services offered to residents.
- Serves as liaison to LLC and University Housing programming partners.
- Works collaboratively with Hall Directors to lead LLC paraprofessional staff in the implementation and evaluation of the Illinois Residential Curriculum.
- Participates in departmental recruitment and selection processes.
- Participates in professional staff training and development programs.
- Develops opportunities to establish a guest-in-residence (G-I-R) program or work in collaboration with existing G-I-R programs in University Housing.

#### **20% - Administrative:**

- Establishes and maintains drop-in office hours for residents as part of a flexible, work schedule during the academic year.
- Maintain a traditional 40-hour work week schedule during the summer and breaks to work on assigned projects and prepare for staff training.
- Maintain availability for evening and weekend educational initiatives and contact with students on a flexible schedule.
- Maintain detailed financial records.
- Participate in bi-weekly Learning Staff, monthly departmental and quarterly all housing meetings as well as regular project oriented departmental committee meetings.
- Become familiar with Residential Life current policies and procedures outlined in the Residential Life online manual.
- Collaborate regularly with other Housing units on various programs and operations.

#### **10% - Leadership Responsibilities:**

- Hire, supervise and evaluate graduate, hourly, and student support staff.
- Provide training and support related to the unique nature of the LLCs to teaching staff, instructors, graduate assistants, hourly, student and support staff.
- Participate in the development of LLC budgets.
- Serve on one or more residential curriculum leadership teams.

- Provide direction and support for annual and strategic planning.
- Represent University Housing on departmental, division, and campus committees and work groups.
- Assist in marketing and recruiting.
- Engage in professional development opportunities.

**10% - Professional:**

- Functions in a unique department-centered and area-centered environment where in-depth collaboration and teamwork are extremely important and highly valued.
- Maintains an effective working relationship with supervisor, co-workers and other University Housing staff.
- Remains open and receptive to constructive feedback.
- Demonstrates excellent oral and written communication skills.
- Demonstrates quality decision making and evaluative skills, including taking responsibility for actions and decisions.
- Demonstrates a positive attitude toward the position, the Department of Residential Life and University Housing.
- Fulfills expectations for assigned committees and projects Position Requirements and Qualifications.

**Organizational Chart:**

Vice Chancellor of Student Affairs  
 Associate Vice Chancellor for Auxiliary, Health & Wellbeing, Student Affairs  
 Executive Director of University Housing  
 Director of Residential Life for University Housing  
 Assistant Director Academic Programs  
 Program Director – Living Learning Community

**Position Requirements and Qualifications:**

**Education:**

**Required:** Master's Degree.

**Preferred:** Master's degree in College Student Personnel, Student Affairs, Higher Education, Counseling or related field. Candidates with a Master's degree in progress at the time of application may be considered. A successful candidate will have completed the Master's degree at the time of beginning employment

**Experience:**

**Required:** Three to five years full-time experience working in Higher Education. Experience with co-curricular program design, implementation and evaluation/assessment.

**Preferred:** Experience with curricular program design, implementation and evaluation/assessment. Experience working in Housing or Residential Life. Experience working with Living Learning Communities. Experience working within a Residential Curriculum environment. Experience working with honors program or academically high-achieving students. Experience meeting the needs of a diverse student body. Experience with supervision. Experience working independently.

**Training, Licenses or Certifications:**

**Required:**

**Preferred:**

**Knowledge, Skills, and Abilities:**

Knowledge, Skills, and Abilities Required: Knowledge of curricular program design, implementation and evaluation/assessment. Must be able to communicate effectively in English both oral and written form. Knowledge, Skills, and Abilities Preferred: Ability to work independently. Strong interpersonal and organization skills. Commitment to student learning. Excellent written and verbal skills. Detail-oriented. Creative and innovative approach to learning.

**Environmental Demands:**

Work will take place in office and residence hall environments including but limited to student common and meeting spaces and various administrative offices/spaces on campus. There is no set schedule for this Academic Professional position and it does include occasional nights and weekends. The position requires the ability to multi-task and effectively move around campus and the residence halls in a busy and unpredictable environment. Some lifting of materials will be required. This is a non-residential position with occasional evening and weekend work expected. Work will take place in an office environment within a residence hall including but limited to, student common and meeting space, various administrative offices/spaces on campus.

**Is this a Security Sensitive or Protection of Minors position?**       Yes       No

**Purchasing Authority of \$5,000 or more?**       Yes       No

**Supervisory Authority of 20 or more?**       Yes       No

**Upon receiving approval, print the Job Description, obtain signatures from the incumbent and supervisor and attach the signed Job Description to the HR Front End transaction.**

**Department**

Signature: Alma Sealine

Date: 02/12/2021

**School/Department**

Signature: Lova Mwilambwe

Date: 02/13/2021

Dean/MAU Officer

Signature: LaSonya Holley

Date: 02/15/2021

Illinois Human Resources

Signature: Ryan Hall

Date: 02/18/2021

Incumbent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Incumbent name: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Supervisor name: \_\_\_\_\_