Program Director, Honors Living Learning Community

Residential Life/University Housing, University of Illinois at Urbana-Champaign

Applications are now being accepted for the Program Director-Honors Living Learning Community within University Housing at the University of Illinois at Urbana-Champaign. We, the staff of the Department of Residential Life, have a vision for our work, “Learning, Growing, and Mattering: for every person, on every floor, in every community.” We are seeking individuals with diverse backgrounds who can help create and foster communities that strive toward this vision. This includes supporting the academic mission of the university by developing environments conducive to student learning and academic success, respecting, appreciating, and advocating for the diversity of our student population, and supporting the holistic development of all of our students. The diversity of our campus student population currently includes 42,605 total students: 31,932 undergraduate and 10,673 graduate and professional students, 54% men, 46% women, 5% African-American, 6% Latino/a, 11% Asian-American, 0.13% Native American, 2% Multiracial and 19% International.

PRIMARY FUNCTION OF THE POSITION

The Program Director is responsible for implementing and facilitating curricular and co-curricular programming for the Honors Living-Learning Community (LLC) at the University of Illinois at Urbana-Champaign. The specific duties of the position are outlined below.

MAJOR DUTIES AND RESPONSIBILITIES

- Facilitate and integrate programmatic and classroom learning into the living environment;
- Develop familiarity with available resources and help students navigate these resources;
- Reinforce effective learning behaviors in residents, thereby cultivating a sense of intellectual curiosity and academic persistence;
- Provide special opportunities to participate in campus and community events;
- Teach assigned sections of the one-hour required honors course;
- Collaborate with staff from the Campus Honors Program to identify course instructors, schedule courses, and plan the instructor orientation;
- Provide a bridge to opportunities and developments in respective academic programs and other University Housing LLCs;
- Provide regularly scheduled and advertised open door office hours;
- Coordinate informal out-of-class interactions;
- Meet periodically with the Director of the Campus Honors Program and Assistant Director of Housing for Academic Programs and attend all required Campus Honors, Advisory Committee, and Residential Life meetings/trainings;
• Develop and submit a calendar of proposed events for discussion with the Advisory Board;
• Conduct periodic program assessment and assist in program evaluation;
• Collaborate with various campus stakeholders;
• Provide training and support related to the unique nature of the Honors LLC to teaching staff, instructors, graduate assistants, hourly, student and support staff;
• Supervise graduate, hourly/civil service, and student support staff;
• Propose and maintain budgets for the Honors LLC;
• Assist in marketing and recruiting;
• Master a variety of information such as BANNER systems, degree program requirements, campus resources, and policies that have importance for students’ academic success;
• Maintain activity in scholarship and the dissemination of research – both in a disciplinary field and directly relating to faculty in residence programs;
• Engage in professional development activities.

POSITION REQUIREMENTS AND QUALIFICATIONS

EDUCATION:
Master’s degree is required. Doctoral degree is preferred.

EXPERIENCE:
The following skills and experience are preferred: experience working in higher education (or equivalent professional experience), experience working in living-learning communities and honors programs, experience/familiarity with curricular and co-curricular program design, implementation and evaluation, and program assessment, experience at interacting with diverse populations, able to demonstrate strong interpersonal and organizational skills, a commitment to student learning, excellent written and verbal skills, be detail-oriented, and ability to demonstrate a creative and innovative approach to learning.

To view the complete job announcement and for full consideration, create your candidate profile at https://jobs.illinois.edu and upload the required application components including a cover letter, resume and contact information for three professional references by February 24, 2016. Salary is commensurate with experience.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

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Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability
or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. ([www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)).

Please contact a Housing Human Resources Representative at careers@housing.illinois.edu with any questions you may have. We encourage all applicants to learn more about the Department, Housing, the University of Illinois and the Urbana-Champaign community by visiting our candidate website: [http://www.housing.illinois.edu/Staff/Employment/](http://www.housing.illinois.edu/Staff/Employment/)