

**JOB TITLE:** Residence Director, University of Portland Salzburg Program (10 Months) based in Salzburg, Austria; part-time, averaging 20 hours per week; must enroll in a graduate program at the University of Salzburg.

**JOB SUMMARY:**

The Residence Director oversees residential life for University of Portland students studying abroad in the University's program in Salzburg, Austria. This position helps foster successful and inclusive study abroad experiences for students by overseeing student life, participating in program excursions, responding to emergencies and other necessary matters involving students, and collaborating with the Salzburg Program Director on programs and projects to encourage the intercultural development and community engagement of students.

This position is based in Salzburg, Austria, for 10 months, with the opportunity to renew for another 10 months the following year, pending successful completion of academic requirements (8 ECTS per semester). It is a part-time position working an average of 20 hours per week. During the duty period, there will be four weeks of vacation. The Residence Director will receive training in the United States and Austria and will be paid by the Salzburg Kulturprogramm in Austria. The person in this position will be required to enroll in a graduate program at the University of Salzburg.

**CORE DUTIES:**

- Engage in leadership, programs, and activities to support the mental and physical well-being of all program participants, and promote an inclusive environment. Specific duties include:
  - Attend weekly meetings with program participants
  - Manage conflicts, emergencies, positive group dynamics, and other necessary matters related to program participants
  - Oversee program participants' adherence to the Salzburg Center's *Rules-To-Live-By* agreement, as well as the University of Portland's *Life on the Bluff* student handbook policies, including enforcing (and following) student behavior guidelines
  - Exemplify all *Rules-To-Live-By* and *Life on the Bluff* policies and protocols
  - Be available for on-call residence hall duties (evenings) and on-call weekend and holiday duty at the Salzburg Center (rotating duty as established with the Academic Director).
  
- Engage in leadership, programs, and inclusive activities to help foster cultural immersion, intercultural respect, mutual understanding, and competency of program participants. Specific duties include:
  - Plan and implement events and opportunities for students to engage with Austrian people and culture (e.g., hiking and other outdoor excursions, cultural excursions, sporting events, local festival attendance).

- Organize volunteer activities for students.
- Lead regular reflection meetings with students.
- Chaperone study tours each semester and other program excursions.
- Engage in administrative duties relevant to the position. Specific duties include:
  - Engage in weekly meetings with program staff.
  - Uphold Office Hours for participants
  - Fully participate in orientation activities and help with the implementation of orientation activities
  - Submit detailed reports in response to emergencies and other necessary matters
  - Provide images and program-related content to the Study Abroad Office for promotional purposes
- Other duties as relevant to the position or as assigned by the Director of the University's Study Abroad Office, on-site supervisor, or supervisor's designee.

### **MINIMUM REQUIREMENTS:**

#### **Education and Experience**

- Required: Undergraduate degree and prior study abroad/living/work experience abroad. Ability to enroll in graduate program at the University of Salzburg.
- Preferred: Experience studying/living/working abroad, preferably in Austria or Germany; experience living and working with different cultures; experience related to residence life; basic understanding of German language.

#### **Knowledge, Skills and Abilities**

- Knowledge of or ability to learn, respect, and support the structure, mission, and values of the University of Portland and the tradition of the Holy Cross.
- Ability to work effectively and respectfully with diverse groups, within a multicultural setting, and with individuals or matters involving cultural differences. Very strong intercultural competency skills.
- Demonstrated ability to work and build rapport with college-age students in university residence halls.
- Excellent organizational skills, attention to detail, and time management skills.
- Proactive, creative, persistent, and practical with projects and tasks.
- Excellent verbal and written communication skills.
- Ability to work independently but also to constructively receive supervisory direction and work collaboratively in a team setting.
- Ability to exercise excellent judgment.
- Ability to maintain confidential information.
- Strong, effective interpersonal and customer service skills.

- Ability to establish effective working relationships, professional rapport, and effectively accomplish work within a University setting that includes a wide array of individuals, groups, policies, and processes.
- Competent with computers and applications such as Microsoft Office suite (Outlook, Word, Excel, PowerPoint). Ability to learn new technology or applications as necessary to the position.

### **Certifications and Licenses**

- Required: currently active driver's license and ability to drive legally in Austria.
- Required: certification in first aid or ability to become certified.

### **PHYSICAL REQUIREMENTS:**

- Required: ability to live outside the United States for a continuous period of 10 months.
- Frequently: sit, perform desk-based computer tasks; use fine manipulation and grasp; use a telephone; write by hand; sort and file paperwork.
- Occasionally to frequently: capacity to manage stress and maintain personal stability in a demanding and potentially stressful work environment.
- Occasionally: stand and walk; twist; lift, carry, push, and pull objects that weigh up to 10 pounds.
- Frequently: ability to interact and communicate with members of the University and others as necessary.
- As needed: ability to work any part of the day or week, including early mornings, evenings, overnight hours, weekends, and holidays.
- As needed: ability to travel by car and air, including to Austria and within Austria and/or Europe.

### **WORKING CONDITIONS:**

- Hours of employment: will require working flexible hours during any part of the day or week, including early mornings, evenings, overnight hours, weekends, and holidays; additional work hours may be required with little notice.
- Work-related stress: stress from work-related situations such as those involving challenging, urgent, time-sensitive, or multiple matters.
- Work environment: will require living outside the United States for a continuous period of 10 months; will require travel by air to Salzburg, Austria, as well as travel by car and/or air in Austria and/or Europe.

### **WORK STANDARDS:**

- Promote culture of safety: demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Compliance with laws, policies, and procedures: subject to and expected to comply with all applicable laws as well as all University, departmental, and other applicable policies and

procedures, including but not limited to, the personnel, business, and/or other policies of the University.

- Compliance with driving related laws and requirements: when conducting University business while driving, must comply with all applicable legal and University of Portland driving requirements.
- Interpersonal skills: demonstrates the ability to work professionally with all University of Portland community members, external organizations, and any other person or organization employee interacts with in their University capacity.

**OTHER:**<sup>1</sup>

- Classification: Limited duration; position subject to laws of Austria (this position requires signing a contract under Austrian employment laws).
- Area: Provost, Studies Abroad Office.
- Term: 10 Months from September 2024 to June 2025.
- Compensation & Benefits: \$10,000 stipend; room and board living at UP Salzburg Center; round trip coach airfare from Portland to Salzburg and back; student fees to attend University of Salzburg as a graduate student; visa fees to apply for student residence permit. After the person in this position is issued a residence permit and work permission by the Austrian government, the person in this position will be covered by mandatory Austrian social insurance for the duration of employment in Austria. (Benefits are subject to all relevant University policies, practices, contracts, and any other relevant materials and laws.)
- Driving: Y.
- IPEDS: 39-0000.
- Immediate Supervisor: Salzburg Program Director
- Rev: SSC 8.14.17.

**NOTICE ABOUT REASONABLE ACCOMMODATIONS:**

The physical requirements described above are representative of those that must be met by an employee to successfully perform the essential functions of this position. The work conditions described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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<sup>1</sup> The terms of employment, including, but not limited to, compensation, work duties, and benefits, may change or no longer be provided from time to time at the discretion of the University consistent with all applicable laws and requirements.

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**TO APPLY:**

Send the following materials to: [studiesabroad@up.edu](mailto:studiesabroad@up.edu)

- Cover Letter
- Resume
- References, and
- Supplemental Responses to the questions listed below

**Supplemental Questions:**

1. What is your approach to fostering intercultural development in students?
2. How have you supported students in developing their characters or personal identity formation (e.g., faith, sexual identity, ethnic identity, etc.)?
3. What is your approach to student development in terms of discipline?

**Review of Applications will begin August 1.**