Position Announcement
Executive Director for University Housing and Dining Services

Eastern Illinois University is seeking applications and nominations for a highly motivated and experienced administrator to serve as the University's Director of University Housing and Dining Services.

The Director reports to the Vice President for Student Affairs, with Temporary Reporting to the Executive Director – Health and Counseling Services who is taking on additional responsibilities within Student Affairs. The UHDS Executive Director has primary operational responsibility for the administration of all programs in Student Housing and University Dining Services. They will advance student success by enhancing retention and graduation outcomes, fostering a strong sense of belonging and engagement, and delivering safe, affordable, and high-quality residential and dining experiences that support the holistic development of Eastern Illinois University students. The Executive Director has the authority and responsibility to lead the mission, vision, and long-term sustainability of a program that serves 2,400+ residents and 8,500+ camp visitors annually. The role requires a high level of administrative and organizational skills, leveraging relationships within the department and Student Affairs to develop vibrant communities, supporting student success, and ensuring high productivity and fiscal sustainability.

Required Qualifications:

- A Master's degree in Higher Education, Student Affairs, Business Administration, or a related field is required.
- At least 10 years of progressively responsible professional experience within university housing/residence life.
- Experience including significant management and leadership responsibilities within university housing, student affairs, auxiliary services, or a comparably complex organization to the role.

Preferred Qualifications:

- Demonstrated success in supervising, developing, and leading professional staff.
- Demonstrated experience in managing multimillion dollar budgets and complex initiatives, including facility renovations. construction, occupancy optimization, and housing demand modeling.
- Demonstrated experience guiding organizational change, strategic planning and leadership experience.
- Experience in crisis management and compliance experience.
- Must possess strong analytical and project-management capabilities, including the ability to use data to inform strategy and decision-making.
- Demonstrates excellent interpersonal, written, and verbal communication skills.
- Experience managing a housing system of 2000+ beds.

Essential Duties and Responsibilities:

- Supervises, coordinates, and administers all aspects of programs and activities associated with the University's Housing & Dining Services programs.
- Serves in the lead role of Residential Life and facilitates development and engagement of residential communities, supporting student retention and Academic Success.
- Provides the strategic direction necessary to drive innovation, excellence, and change management, particularly as it relates to the student residential and dining experiences, fostering student belonging, engagement, and well-being.
- Responsible for the career development and situational mentorship of a large, diverse department, including recruitment, hiring, training, and retention of UHDS employees.
- Responsible for escalated operational issues, including human resources and/or people management situations.
- Directs an annual multi-million-dollar operating budget. Identifies and pursues opportunities for strategic growth, environmental design, and external partnerships to enhance the vibrancy of the on-campus residential and dining experience.
- Ensures UHDS operates as a highly integrated partner within the university's broader infrastructure supporting all learners and students' success.
- Makes recommendations to the Vice President for Student Affairs concerning budgets and assumes responsibility for the appropriate use of funds in the Housing & Dining Services area.
- Actively participates in campus-wide committees, coordinating UHDS's efforts in alignment with divisional and university goals.
- Leads the departmental response to campus disruptions in collaboration with other campus departments and stakeholders to ensure a safe and stable environment.
- Stays up-to-date on campus housing, residential and dining standards, technologies, policies, and procedures and works collaboratively with other leaders across departments and/or campuses in determining standards, best practices, and related policies/procedures; ensures the adoption and implementation by direct reporting leaders.
- This person does not serve in a regular on-call rotation but is expected to be available to respond to phone calls and emergency situations that occur beyond traditional working hours when high-stakes incidents require executive-level intervention.
- Participates in student affairs donor development opportunities to support new and existing programmatic experiences.
- Represents UHDS in campus, regional, national, and international forums.

Compensation: $120,000 – $125,000 (commensurate with qualifications and experience)

Work Hours: Standard office hours are 8:00am - 4:30pm

Start Date: January 1, 2027, desired; appointment date negotiable.

Closing Date: Review will begin immediately and continue until filled. Candidates are encouraged to submit materials no later than November 15, 2026, for full consideration.

Benefits Overview: Eastern Illinois University is proud to offer an excellent benefits package designed to support our employees' well-being and career goals. This position is eligible for the following benefits:

- **Comprehensive Medical Coverage:** Competitive employee insurance premiums with flexible plan options.
- **Vision Insurance:** Vision coverage is included with medical at no cost.
- **Dental Insurance:** Dental plans available to meet your needs.
- **Retirement Benefits**: Participation in the State University Retirement System, which includes medical insurance benefits upon retirement.
- **Tuition Waivers:** Opportunities to pursue educational goals through tuition waivers for employees and dependent children after vesting period.
- **Generous Paid Time Off:** Up to 12 paid holidays annually, plus earned vacation and sick time.

For complete information on our employee benefit programs for this specific position, please visit EIU Employee Benefits webpage

Application: Applications must be submitted through the University's "Interfolio" application system https://apply.interfolio.com/195945. Submitted materials should include: 1) a cover letter addressing the candidate's experience and qualifications as related to the position description; 2) a resume or curriculum vitae describing the candidate's professional work history, education, and other qualifications; and 3) a list identifying the names, addresses, and contact information (phone and email) for three professional references. For questions regarding the search, contact Sarah Daugherty, Screening Committee Chair at swdaugherty@eiu.edu.

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act to complete the application and/or interview process. If would like to request assistance with the application/interview process, please contact Human Resources at (217) 581-3911 or employment@eiu.edu for assistance.

The University and Community: Celebrating more than 130 years of excellence, Eastern Illinois University (EIU) is a fully accredited, comprehensive regional residential institution located in Charleston, Illinois—ideally positioned between Chicago, St. Louis, and Indianapolis. The University is known for its individualized attention, supportive relationships, and exceptional outcomes, including high graduation, retention, and career placement rates. Academically, EIU combines personalized learning with nationally respected programs. Small class sizes allow for close mentorship from distinguished faculty, while innovative undergraduate and graduate programs and firsthand opportunities prepare students for meaningful professional and personal growth. Campus life at EIU is vibrant and community oriented.

The University features more than 50 buildings within walking distance, extensive recreational facilities, and more than 200 student organizations including NCAA Division I athletics, and 20+ fraternities and sororities. Cultural life thrives at the world-renowned Doudna Fine Arts Center and the Tarble, which bring exceptional artistic and performance experiences to campus and the region. Students, faculty, and staff enjoy the close-knit atmosphere of a classic college town with convenient access to shops, dining, and outdoor recreation—alongside robust service

opportunities coordinated through EIU's Office of Civic Engagement and Volunteerism. With its strong alumni network, sustainability efforts, and deep commitment to student success, Eastern Illinois University offers an exceptional environment to live, learn, and work.

Nondiscrimination and AA/EEO Statement: Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life, and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

Eastern Illinois University provides equal opportunity in education and employment for all students, applicants for employment, and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes, is strictly prohibited.

The University further commits to a program of affirmative action as prescribed by statute to employ, and advance in employment, qualified individuals with a disability and qualified protected veterans (disabled veterans, recently separated veterans, active-duty wartime veterans, and Armed Forces service medal veterans).