RESIDENCE LIFE COMPLEX DIRECTOR

As a member of the Residence Life staff for the KU Student Housing, each Complex Director (CD) holds a live-in, full-time position managing all residential aspects of an area housing between 500 and 950 students and reports to an Assistant Director for Residence Life. Complexes vary in physical size, student population, and programmatic emphasis.

Complex Director responsibilities include, but are not limited to:

Supervise graduate student staff including recruitment, selection, training, development, and performance evaluation, while guiding their supervision of undergraduate staff. Indirectly supervise undergraduate student staff. Mentor graduate staff using the Higher Education Graduate Assistant Competency Tool and oversee their involvement in assigned departmental committees and related work.

Supervise full-time support staff including on-going training, development, and performance evaluation, as well as participation in recruitment and selection. Indirectly supervise management of desk assistant and security staff at the front desk, as well as administrative operations including payroll, occupancy, building security, mail, maintenance, databases, student conduct and summer conferences when applicable.

Implement departmental residential curriculum and/or community development model. Develop and execute a data-informed, developmental community plan, including assessment strategies which support student learning, retention, and graduation. Facilitate students' personal and academic development, as well as adjustment to university life, including informal consultation and referral to university and community resources. Foster an environment that promotes and supports diversity. Develop student leaders and advise student government.

Serve as the primary student conduct officer for the complex, adjudicating student concerns and maintaining accurate records. Train and supervise graduate student staff as conduct officers. Make use of assessment strategies to inform and implement proactive interventions reflective of cyclical data trends.

Participate in rotating on-call duty coverage for assigned coverage area during academic year and break housing periods, including providing support for individuals affected and serving as an information source for administration and students. Foster a safe and secure environment through the enforcement of policy/protocol and implementation of educational initiatives, which support university and housing policies.

Foster relationships with other university departments such as Facilities Services and Dining, as well as housing staff in Residence Life, Operations, and Administration. Serve as chair for departmental committee(s) and participate in university committees as assigned, including opportunities to teach a first year experience orientation seminar. Represent the KU Student Housing at events hosted by First Year Experience and the Office of Admissions. Complete special assignments based on personal interests and department needs.
**Required Qualifications**
- Master’s degree, conferred by date of appointment, in higher education administration, education, or a related field
- At least one year of experience in residence life administration or related field including staff supervision

**Preferred Qualifications**
- Experience with development and/or implementation of student learning initiatives including residential curriculum, learning communities, or teaching
- Demonstrated proficiency of communication skills, including written, verbal, and large group presentations
- Experience working with diverse student populations
- Experience serving as an advisor for student groups
- Demonstrated experience working with crisis response and management

**Salary and Benefits**
- $32,000 to $35,000 based on an annual appointment plus full-time staff benefits
- Furnished apartment plus cable, utilities, internet access, laundry allowance, optional cell phone allowance
- Receive full financial support to attend one regional conference per year
- Vacation, sick, and other leave time that can accrue
- Dining meal plan when dining centers are in operation
- Retirement contributions matched by university after one year of full time
- Tuition Assistance program available after 1 semester of employment

**Term of Appointment:**
July 2013 through June 2014 – earlier start date possible
Subsequent annual reappointments possible
Orientation and required training dates to be announced

**How to apply:**
Visit the KU Human Resources and Equal Opportunity web site at **https://recruiting.ku.edu** and follow instructions for applicants.
Complete application materials require a cover letter, résumé, and contact data for at least three references. In addition to the required on-line application, questions may be directed to:

Carolyn Catir, Complex Director
KU Department of Student Housing
422 West 11th Street, Suite DSH
Lawrence, Kansas 66045-3312 • 785-864-4560

**Application Review:**
Priority given to complete applications received by March 24, 2013

_The University of Kansas is an Equal Opportunity/Affirmative Action Employer._

_The University encourages applications from underrepresented group members. Federal and state statutes prohibit discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, parental status, gender identity, and gender expression._