Assistant Complex Director  
The University of Kansas • Student Housing

**General:** As a senior member of the residence life staff, each Assistant Complex Director (ACD) is part of Student Housing and Student Affairs and reports to a Complex Director. ACDs hold live-in, three-quarter time positions, assisting in management of residential complex housing between 500 and 900 students. ACDs facilitate an environment conducive to academic success by promoting community development, student learning, and a safe and respectful community.

The ACD position does not allow for regular student teaching, out-of-town practicum or internship or excessive extracurricular commitments. Approval must be obtained in advance in order to enroll in a local practicum or internship or participate in major extra-curricular commitments while the complex is open; such approval would not typically be given in the first year of employment. Required training and development responsibilities include two weeks of training, regular staff meetings, and completion of the Higher Education Graduate Assistantship Competency Tool adapted from the ACPA/NASPA professional competencies.

**Required Qualifications:** At least one year of residential group living experience, enrollment at KU for 2014-2015 as a graduate student in good standing taking at least 6 and no more than 9 hours per semester (more than 9 hours must be approved in advance.)

**Preferred Qualifications:** Residential staff experience, interpersonal and group presentation skills and experience, academic excellence, and interest in developing a supportive academic atmosphere.

**Major Job Responsibilities** include, but are not limited to, the following:

- Facilitate the development of group-centered, cooperative academic communities with emphasis on student input, responsibility, and decision making.
- Supervise and evaluate paraprofessional staff members (i.e. Resident Assistants) in the performance of their assigned duties.
- Serve as a role model by demonstrating good judgment, ethical behavior, respect for laws and policies, and a positive, cooperative attitude.
- Set a positive tone for interactions which affirms individual responsibility, demonstrating respect for others’ rights, feelings, lifestyles, and personal and University property.
- Facilitate execution of department residential curriculum and/or community development plan. Create a living-learning community environment conducive to student development through strategies that promote social responsibility.
- Participate in rotating senior staff duty coverage system for area housing between 750 and 1600 residents.
- Respond as a member of the senior staff as crisis situations occur; intervene and make referrals as appropriate to individual and/or group concerns.
- Participate in the student conduct process as a hearing officer.
- Serve as an advisor for hall governance and aid in development of student leaders including facilitating development of programming initiatives.
- Monitor the physical maintenance of the complex in cooperation with custodial and maintenance staff in Facilities Services.
- Participate in departmental committees, staff orientation, training and development, and staff meetings.
- Serve as liaison between the hall community, Student Housing, Student Affairs, and the larger university community. Serve as a representative of Student Housing or Student Affairs on assigned committees.
- Other administrative opportunities and/or expectations are complex-specific and may include but are not limited to: occupancy management, budgeting, etc.
- Other related duties as assigned.