

Residence Life Complex Director/00068655

As a member of the Residence Life staff in the Department of Student Housing, each Complex Director is a professional in Student Success at the University of Kansas. Student Success is the comprehensive student services organization at the University of Kansas and is comprised of 20 units. Complex Directors hold live-in, full-time positions, supervising graduate students and managing student personnel aspects of a residential area housing between 500 and 950 students. Complexes vary in physical size, structure, student population, and programmatic emphasis. Specific duty assignments will be developed during orientation and training based on complex needs and the Complex Director's experience and areas of interest.

Job Description

30% Create and implement an on-going, data-informed living community development plan, including assessment strategies to support student learning, retention, and graduation. Facilitate students' personal and academic development as well as adjustment to university life, including informal consultation and referral services to university and community resources. Foster an environment which promotes and supports diversity. Mentor and help develop student leaders and serve as an advisor to student government. Provide leadership and direction for educational programming.

15% Supervise graduate students including recruitment, selection, training, development, and performance evaluation while guiding their supervision of undergraduate staff. Indirectly supervise undergraduate student staff. Mentor graduate staff using a competency model/tool and oversee their involvement with department committee(s).

15% Foster relationships with various university departments including DSH staff in Residence Life, Custodial Services, Maintenance, and Administration plus senior staff in Campus Dining. Serve as a liaison between the complex, Department of Student Housing, Student Success, and the larger university community. Serve as chair for a departmental committee(s) and participate in campus-wide committees as assigned. Represent the Department of Student Housing at events hosted by New Student Orientation and the Office of Admissions. Perform special assignments based on own interests and departmental needs.

15% Serve as the primary student conduct officer for the complex, adjudicating student concerns and maintaining accurate records. Make use of assessment strategies to inform educational programming decisions and implement proactive approaches reflective of cyclical data trends.

15% Plan and direct work of USS administrative staff including shared role in on-going training, development, and evaluation, as well as participation in recruitment and selection. Oversee their role with management of front desk activities and the administrative operations of payroll, occupancy, building security, mail, maintenance, databases, student conduct and summer conferences when applicable. Indirectly supervise undergraduate student desk staff.

10% Participate in a rotation for on-call crisis coverage for the residential campus, including providing support for those affected by emergencies 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 supporting university and housing policies.

Required Qualifications

1. Master's degree - conferred by date of appointment - in higher education administration or field related to education.
2. At least one year experience in field related to residence life administration.
3. Effective written communications abilities as demonstrated by application materials.

Preferred Qualifications

1. One or more years of experience in a full-time professional position in Residence Life or related field; including management-level experience in residence life administration.
2. At least one year experience in staff supervision, working with diverse populations, advising student organizations, serving as a judicial hearing officer, and crisis response.