

# **KU Student Housing 2018-2019 Residence Life Complex Director Position Description**

## **Our Mission**

Building learning-centered communities through individual support and respect.

## **Our Central Values**

We advance KU's mission with:

- Engaging communities
- Vibrant physical spaces
- Effective administration

## **Inclusion Statement**

We proudly commit to preparing our students and staff to thrive in a global community. We seek to understand and affirm all identities we serve to develop a culture where individuals challenge assumptions and engage in open discourse. Through representative staff and equitable policies, we will continue to serve the evolving needs of our diverse communities.

## **Overview**

The Complex Director (CD) is responsible for the vision, development, and management of a residential building/area consisting of 350-750 students. The Complex Director supervises two-six Assistant Complex Directors/Scholarship Hall Directors, one full-time Administrative Assistant, and indirectly supervises 8-20 undergraduate staff members (Resident Assistants, Food Board Managers, Proctors, and Desk Assistants).

Additional duties include community development, student development, staff development, student conduct, crisis intervention, student engagement and leadership, creating a strong sense of community through the implementation of the residential curriculum, hall government advisement, and summer support.

The CD serves, on a rotating basis, as the crisis management contact for a section of the residential population. As a result, the CD must maintain strong relationships with the University Police and other university support services.

The CD has a foundational role in supporting residential community members in realizing their full potential as individuals, members of the KU community, and members of society as a whole. The CD works to provide an engaging community that increase awareness and advocacy, self-responsibility, interdependence and continued knowledge building.

The CD is a member of the University of Kansas Student Housing Residence Life Senior Staff team and is supervised by an Assistant Director. Complexes vary in physical size, student population, and programmatic emphasis.

## **2017-2018 Community Openings:**

To be announced.

## **Responsibilities**

### **Supervision**

- Supervise graduate student staff members including recruitment, selection, training, and development while guiding their supervision of undergraduate staff.
- Indirectly supervise undergraduate student staff.
- Supervise full-time Administrative Assistant in their administrative responsibilities including management of front desk, communications, and security services.
- Ensure staff understands and implements departmental and university mission/vision.
- Maintain regular staff and individual meetings with direct reports and complex team. Including frequent formal and informal communication with staff regarding responsibilities, personal well-being, and academic success.
- Support and recognize individual and group achievements.

### **Student Learning & Advising**

- Implement departmental residential curriculum focused on promoting healthy communities, interpersonal & intrapersonal competence, academic success, inclusion and engaged civility.
- Develop communities with emphasis on student input, responsibility, and decision-making.
- Advise student groups within the department (Hall Councils, All Scholarship Hall Council, and Apartment Living Association).
- Foster and maintain relationships with university academic support services and oversee the referral of students to university resources.

### **Inclusion & Student Advocacy**

- Foster an environment, educate, and train staff that promotes and supports inclusion and social justice.
- Promote positive interactions and decisions which affirm individual responsibility and demonstrate respect for others, personal boundaries, and university property.
- Respond to bias-related incidents; support the department's commitment to creating safe and inclusive communities.
- Actively engage in the evolution of the community climate, develop plans that foster inclusion and acceptance of students, and engage the community through dialogues and events to establish shared expectations and standards of living that uplift all students.

### **Student Conduct & Crisis Intervention**

- Serve as a university student conduct officer and primary case manager for complex/building conduct; ensuring that graduate students adjudicate student conduct with a student learning approach.
- Oversee and manage the documentation and referrals from incidents involving students utilizing Maxient software.
- Follow up with and provide aftercare support to staff and students regarding their involvement in incidents.
- Intervene and make referrals as appropriate to individual and/or group concerns in a timely manner.
- Participate in rotating on-call duty coverage for assigned coverage area during academic year and break housing periods.

### **Administration & Building Management**

- Work collaboratively with the building Administrative Assistant to oversee and manage building occupancy.
- Conduct facilities walkthroughs and report ongoing facilities and safety/security concerns.
- Monitor the physical maintenance of the complex in cooperation with custodial and maintenance staff in Facilities Services.
- Facilitate all building opening and closing procedures.

- Serve as a representative of KU Student Housing, Student Affairs, and the university.
- Other related duties as assigned.

### **Professional Development**

- Full financial support to attend one regional and one national conference per year.
- Serve as committee chair for departmental committees including recruitment (Full-time, graduate, and undergraduate), Staff Education (training), residential curriculum, policies and procedures, inclusion and social justice initiatives, policies and procedures, and large-scale events.
- Opportunity to teach or co-teach a section of University (UNIV) 101, KU's orientation seminar.
- Opportunity to engage in regional and national organizations.
- Facilitate campus-wide leadership programs.
- Serve on campus-wide professional development, strategic planning, or other committees.

### **Salary and Benefits**

- \$47,470 annual salary minimum, commensurate with experience, and based on a yearly appointment plus full-time staff benefits including paid leave.
- Fully furnished apartment plus cable, utilities, internet access, access to free laundry, and cell phone stipend.
- Matched retirement plan, generally after one year of employment.
- Dining plan when dining centers are in operation.
- Tuition Assistance program available after one semester of employment.
- Meal benefits allows Complex Director to host dependents, domestic partners and/or approved roommate in KU residential dining centers.

### **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.
- Supervision/management experience.
- Communication experience, including written, verbal, and large group presentations.
- Strong commitment to social justice, a focus on the success of all students, an open mind, and a willingness to learn.
- Experience managing student conduct programs including hearing officer experience.
- Experience working with crisis response and management.

**Term of Appointment:** July 2018 through June 2019 – earlier start date possible  
 Subsequent annual reappointments possible  
 Orientation and required training dates to be announced

**How to apply:** Visit the KU Human Resources web site at [employment.ku.edu](http://employment.ku.edu) and follow instructions for applicants. Complete applications require a cover letter, résumé, and contact data for at least three references. Questions may be directed to:

Dan Soulier, Complex Director  
 KU Student Housing  
 422 West 11th Street, Suite DSH  
 Lawrence, Kansas 66045-3312 • 785-864-4560  
 Email: [dshrecruit@ku.edu](mailto:dshrecruit@ku.edu)

**Application Review:** Priority given to complete applications received by March 12, 2017.

### **Equal Opportunity Statement**

The university is committed to providing an equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, ethnicity, sex, disability, national origin, ancestry, age, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, or genetic information.

### **University Inclusion Statement**

As a premier international research university, the University of Kansas is committed to an open, diverse and inclusive learning and working environment that nurtures the growth and development of all. KU holds steadfast in the belief that an array of values, interests, experiences, and intellectual and cultural viewpoints enrich learning and our workplace. The promotion of and support for a diverse and inclusive community of mutual respect require the engagement of the entire university.

### **KU Weapons Policy**

State of Kansas Weapon Policy: Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on state university campuses except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law. For additional details please see <http://publicaffairs.ku.edu/weapons-laws-policies-affecting-ku>