KU Student Housing
Position Announcement • 2016-2017
http://housing.ku.edu/employment/professional-positions/

Residence Life Complex Director Responsibilities

As a member of the Residence Life staff for KU Student Housing, each Complex Director (CD) holds a live-in, full-time position managing all residential aspects of an area housing between 350 and 750 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 members including recruitment, selection, training, and development while guiding their supervision of undergraduate staff. Indirectly supervise undergraduate student staff
- Implement departmental residential curriculum focused on promoting academic success and fostering social responsibility
- Supervise full-time support staff in their administrative responsibilities including management of front desk, communications, and security services
- Foster an environment which promotes and supports diversity
- Develop and mentor student leaders and advise student government
- Serve as university student conduct officer adjudicating student conduct through a student learning approach
- Participate in rotating on-call duty coverage for assigned coverage area during academic year and break housing periods
- Serve as departmental committee chair; teaching opportunity for University (UNIV) 101 course

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 communication experience, including written, verbal, and large group presentations
- Experience working with diverse student populations
- Experience serving as an advisor for student groups
- Experience managing student conduct programs including hearing officer experience
- Demonstrated experience working with crisis response and management

Salary and Benefits
• $35,000 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, laundry allowance, optional cell phone allowance
• Matched retirement plan, generally after one year of employment
• Dining plan when dining centers are in operation
• Tuition Assistance program available after 1 semester of employment
• Meal benefits allows Complex Director to host dependents, domestic partners and/or approved roommate in KU residential Dining Centers

Professional Development
• Full financial support to attend one regional conference per year
• Advise student groups within the department (National Residence Hall Honorary, Association of University Residence Halls, All Scholarship Hall Council, and Apartment Living Association)
• Opportunity to teach or co-teach a University (UNIV) 101 course
• Opportunity to serve as facilitator/presenter during campus professional development days or at regional and national conferences
• Facilitate campus-wide leadership programs such as LeaderShape or Colors of KU
• Serve on campus wide professional development, strategic planning, or other committees

Term of Appointment: July 2016 through June 2017 – 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 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:

Jacque McKenna, Assistant Director for Residence Life
KU Student Housing
422 West 11th Street, Suite DSH
Lawrence, Kansas 66045-3312 • 785-864-4560
Email: dshrecruit@ku.edu

Application Review: Priority given to complete applications received by March 15, 2016.

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.