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 350 and 700 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 three 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 2015-2016 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, knowledge of residential curriculum practices or experiences, interpersonal and group presentation skills and experience, academic excellence, and interest in developing a supportive academic atmosphere.

Most positions regards a valid driver’s license needed at the time of employment and ability to lift up to 50 lbs. Some night, weekend, and holiday duty responsibilities.

Compensation: Salary is $500 paid biweekly for first-year staff. A furnished apartment including utilities is provided as well as meals when the dining centers are serving. State of Kansas group health insurance is available.

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

Supervision and Advising
• Supervise, select, train, and evaluate paraprofessional staff members (i.e. Resident Assistants) in the performance of their assigned duties.
• Role model good judgment, ethical behavior, respect for laws and policies, and a positive, cooperative attitude.
• Advise hall governance and aid in development of student leaders including facilitating development of programming initiatives.

Student Learning
• Execute the department residential curriculum model and create learning centered communities using the model to promote individual support and respect.
• Facilitate the development of group-centered, cooperative academic communities with emphasis on student input, responsibility, and decision making.
• Promote positive interactions and decisions which affirms individual responsibility, demonstrating respect for others, personal boundaries and University property.

Student Conduct and Crisis Management
• Participate in the student conduct process as a University hearing officer and adjudicate conduct cases.
• 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.

Building Management
• Monitor the physical maintenance of the complex in cooperation with custodial and maintenance staff in Facilities Services.
• Facilitate all building opening and closing procedures.

Administration
• Participate in staff orientation, training and development, and department committees.
• 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.