

# Assistant Complex Director

The University of Kansas • Student Housing

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**General:** As a senior member of the residence life staff, each Assistant Complex Director (ACD) is part of KU Student Housing and Student Affairs, reporting to a Residence Life Complex Director. ACDs hold live-in, 75% positions (30 hours/week), assisting in management of residential complex housing between 350 and 700 students. KU Student Housing implements a residential curriculum which supports students as they develop into the best versions of themselves. Through intentional connections and crafted support, students living in Student Housing will gain competence in academic success, engaged civility, health and wellness, inclusion, and self and relational management. As a result of implementing a residential curriculum within KU Student Housing, graduate students will learn the skills necessary to become a successful practitioner and educator.

The ACD position does not allow for regular student teaching, out-of-town practica, internships, or other extensive 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 first- and second-year Student Affairs Professional Development tracks adapted from the ACPA/NASPA professional competencies.

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.

Student Affairs Mission: To engage the KU Community in services and programs that make learning possible.

## KU Student Housing

### **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.

**To learn more about our Residence Halls and Apartments, visit our KU Student Housing website:**

- Residence Halls Information: <https://housing.ku.edu/residence-halls>
- Apartments Information: <https://housing.ku.edu/apartments>

**Requirements:** At least one year of residential group living experience, KU enrollment 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). Support for and promotion of the Mission, Values, and Inclusion Statement of KU Student Housing.

**Preferred:** Residential staff experience, knowledge of residential curriculum practices or experiences, interpersonal and group presentation skills and experience, experience in student engagement and development, and interest in developing a supportive academic atmosphere.

For most positions, it is recommended that you have a valid driver's license at the time of employment and ability to lift up to 50 lbs. Some night, weekend, and holiday duty responsibilities.

**Compensation:** Salary is \$16,250 for the academic year (paid biweekly for 22 payroll periods). A furnished apartment including utilities is provided as well as meals when the dining centers are serving. Students will receive in-state tuition cost as a staff member. State of Kansas group health insurance is available.

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

#### **Inclusion**

- Participate in and facilitate trainings regarding working with diverse student populations.
- Respond to bias-related incidents, support the department's commitment to creating safe and inclusive communities.
- Facilitate community dialogues to establish shared expectations and standards of living that promote student success socially, academically, and personally.
- Engage with residents on global, national, and campus issues dealing with inclusion, equity and discrimination.
- Develop communities focused on valuing human diversity and promoting awareness of different identities.

#### **Student Learning**

- Execute the KU Student Housing 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.

#### **Supervision**

- Supervise, select, train, and evaluate 4-12 undergraduate staff members (Resident Assistants) directly in the performance of their assigned duties.
- Model good judgment, ethical behavior, respect for laws and policies, and a positive, cooperative attitude.
- Maintain regular staff and individual meetings with direct reports and complex team.
- Ensure undergraduate staff understands departmental and university mission/vision/values.
- Motivate undergraduate student staff and empower them to promote resident growth and development.
- Frequent formal and informal communication with undergraduate student staff regarding responsibilities, personal wellbeing, and academic success.
- Support and recognize individual and group achievements.

#### **Advising**

- Recruit, train, and advise hall governance and aid in development of student leaders including facilitating development of programming initiatives.
- Attend weekly meetings with student groups and host individual meetings with student government leadership.
- Provide on-going leadership development to address group needs and areas for growth.
- Co-plan initiatives throughout the semester to establish community tradition.

#### **Student Conduct**

- Serve in the student conduct process as a University hearing officer and adjudicate conduct cases.
- Coach, train, and follow up with staff in conduct response and reporting protocols.
- Document incidents through the use of the Maxient system.

### **Crisis Management**

- Participate in a rotating 24-hour 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.
- Follow up with students after crisis situations.

### **Community Building/Resident Engagement**

- Develop relationships with students.
- Be present at undergraduate staff events, hall government events, system government events, and periodically at floor traditions.
- Provide available office hours open to residents.
- Engage in follow-up and aftercare with students regarding academic, wellness, and conduct concerns.

### **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.
- Facilitate all building opening and closing procedures.
- Monitor the physical maintenance of the complex in cooperation with custodial and maintenance staff or through public private companies.
- Other administrative opportunities and/or expectations are complex-specific and may include but are not limited to: occupancy management, budgeting, etc.
- Other duties as assigned.

**Professional Development:** Graduate Assistants receive \$400 which can be used for attendance and participation at a regional conference. Additionally, graduate assistants serve on departmental committees and have the opportunity to pursue collateral or university committee experience. Graduate assistants may also co-advise university student groups, as well as co-teach the UNIV 101 First-year Seminar. Graduate assistants will also attend professional development workshops created by the graduate program, student housing, and the student affairs professional development series.

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>