



## Complex Director Position Description

**POSITION SUMMARY:** Complex Directors are an integral part of the Residential Education program at the University of Wisconsin-Whitewater. Complex Directors oversee all management functions of residence hall(s) including supervision of staff (a graduate Assistant Complex Director, Resident Assistants, and clerical support), advising of student leadership groups, facilities management, and crisis response. Complex Directors work closely with a Res Ed Central Staff to create a learning community that embraces pluralism and promotes academic success.

### JOB DUTIES AND RESPONSIBILITIES

#### Supervision

- Supervise, train, and evaluate a graduate Assistant Complex Director, undergraduate Resident Assistants, and clerical assistants.

#### Advising

- Provide training and resource information to develop and implement programs.
- Advise Homecoming committee members.
- Participate in leadership programs sponsored by the Office of Residence Life.
- Mentor Assistant Complex Director in their work with the Leadership Involvement Team (LIT).

#### Management

- Manage room changes and related occupancy functions using established procedures. Maintain accurate occupancy records.
- Assume responsibility for the student conduct process within the Complex(s). Meet with students, assign appropriate educational sanctions, and maintain accurate records associated with this process.
- Coordinate the opening and closing procedures for the residence hall at the beginning and end of each semester and during holiday periods.
- Maintain contact with custodians and maintenance personnel and work cooperatively with facilities staff to report damages, repairs, and replacements occurring within the halls to the Residence Life Office.

#### Leadership

- Make referral contacts, when necessary for students facing academic, personal, or other concerns.
- Instruct a training course for new RAs.
- Utilize student development and learning theories to assist with assessing student needs, setting goals, and implementing and evaluating programs.
- Assume an active role in implementing programs which will facilitate the personal and educational growth of residents.
- Participate in the overall administration of the office of Residence Life by serving on committees and task forces, attending staff meetings, representing the office as requested, cooperatively assisting colleagues, and assisting with financial management.
- Perform other duties that may be assigned by the Assistant Directors, Associate Director or other Management Team members.