

UNLEASH YOUR POTENTIAL

AT WESTERN ILLINOIS UNIVERSITY

COMPLEX DIRECTOR

The Complex Director (CD) is an integral part of University Housing and Dining Services at Western Illinois University. Complex Directors oversee functions of a residential complex including supervision, community development, administrative, and crisis response. The Complex Director collaborates closely with other members of the University Housing and Dining Services team, numerous Student Services departments, and faculty staff throughout Western Illinois University.

ESSENTIAL RESPONSIBILITIES

SUPERVISION

- Direct supervision of 2-3 graduate assistants
- Indirect supervision of 20-30 undergraduate staff members and a full-time Residence Hall Clerk
- Recruit, hire, train, and evaluate graduate and undergraduate staff members.

COMMUNITY & STUDENT DEVELOPMENT

- Provide leadership in promoting an atmosphere of inclusion for diverse student body and staff within the complex that supports academic achievement and fosters responsible decision-making.
- Coordinate community and student development through service learning initiatives, social and educational programming, human issues education, faculty involvement programming, and the development of living learning communities.
- Provide advice and counsel for individual students, student leaders, and student groups.
- Educate residents through conduct conferences on the Student Conduct Code and Housing Policies.

ADMINISTRATIVE

- Coordinate the administrative functions of a residence hall complex, which include; facility management, maintenance, information desk operations, student employment, and payroll budget.

CRISIS RESPONSE

- Provide crisis intervention and emergency response by participating in an on-call duty rotation for complex.
- Ensure effective follow-up and referrals when necessary.

REQUIRED QUALIFICATIONS

- Master's degree in College Student Personnel/Higher Education or related field plus previous Residence Life experience; or Master's degree in any field and significant Residence Life experience by the start of appointment. (Master's degree must be received by start date of employment.) This is a 12 month live-in position.
- English speaking skills
- Ability to work nights and weekends
- Ability to arrive for training by early July

PREFERRED QUALIFICATIONS

Furnished apartment with washer/dryer and internet connection, and a dining plan available when food service is in operation. Western Illinois University offers a competitive benefits package including domestic partner benefits. For full benefits, visit wiu.edu/benefits.

SALARY RANGE

The Complex Director is considered an administrative and professional position with a base salary of \$37,000.

BENEFITS OF POSITION

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PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Professional development funding may be available for conference registration and travel including additional financial support available for conference presentations and for involvement in leadership positions in regional or national associations. UHDS also supports and offers various on campus development opportunities to staff.

ADDITIONAL OPPORTUNITIES

- Serve as a chairperson/member to departmental and campus committees.
- Instruct a credit-bearing training course for Resident Assistants



**WESTERN ILLINOIS
UNIVERSITY**
UNIVERSITY HOUSING
& DINING SERVICES

QUESTIONS? Contact Jessica Butcher, at 309-298-2293 or JJ-Butcher@wiu.edu