Assistant Complex Director Position Description

POSITION SUMMARY Assistant Complex Directors are an integral part of the Residential Education program at the University of Wisconsin-Whitewater. Assistant Complex Directors oversee all functions of the desk operations in their residence hall complex, as well as, advise the student governance organization, Leadership Involvement Team (LIT). Assistant Complex Directors work closely with a Masters level Complex Director to create a learning community that embraces pluralism and promotes academic success.

JOB DUTIES AND RESPONSIBILITIES

Supervision
- Assist the Complex Director with supervision of the Resident Assistant staff.
- Hire, train, supervise, and evaluate desk attendant personnel.

Advising
- Serve as an advisor to the LIT and related committees.
- Provide training and resource information to develop and implement programs.

Management
- Manage the reception desk for each Complex, including scheduling, staffing, payroll reporting, and overall daily operations.
- Maintain a record keeping and evaluation process for Complex programming events.
- Assist with the opening and closing procedures for the residence halls at the beginning and end of each semester and during holiday periods.
- Maintain contact with custodians and maintenance personnel.

Leadership
- Make referral contacts, when necessary for students facing academic, personal, or other concerns.
- Utilize student development and learning theories to assist with assessing student needs, setting goals, and implementing and evaluating programs.
- Provide on-going leadership development for students.
- 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 Complex Director, Assistant Directors, Associate Director, or other Management Team members.