**POSITION:** Complex Director—Millikan/Dietrich/Phillips  
**DEPARTMENT:** Residential Life  
**REPORTS TO:** Coordinator of Res Life First Year Experiences  
**FLSA STATUS:** Exempt  
**CONTRACT TERMS:** 12-month full-time position

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**PRIMARY DUTY:** The Complex Director is responsible for the overall management of three high-rise halls housing 900 freshman students, focusing on the first year experience.

**ESSENTIAL FUNCTIONS:**
1. Programmatic, supervisory, and administrative management of one high-rise residential hall containing 300 freshman; Oversight of building management and operation of two high-rise halls containing 600 total residents; Programmatic and direct supervision of two high-rises will be managed by two Graduate Assistants
2. Supervision of two Graduate Assistants
3. Selection, training, supervision, and development/mentoring of eight-tent Resident Assistants, one undergraduate Assistant Complex Director, one undergraduate Desk Managers, and other specialists student staff positions
4. Assist Assistant Director of Res Life Student Success and Coordinator of Res Life First Year Experiences in program development for freshman Living/Learning communities within complex
5. Collaborate with pertinent areas on campus to meet needs of freshman students
6. Program development and implementation with first year experience focus
7. Management of judicial process within complex
8. Budget administration, facility management, and policy enforcement
9. On-call responsibilities for all residence halls; Work in collaboration with University Police, Counseling Center, and Environmental Services
10. Coordinate and supervise room changes, key assignments, occupancy report, maintenance record and other administrative functions
11. Assist the department crisis as needed and hall student mental health issues
12. Departmental committees, projects, and assignments
13. Advise, consult, and refer students on an individual basis
14. Perform additional assigned tasks as delegated

**MINIMUM QUALIFICATIONS:**
- **Education:** Bachelor’s degree
- **Experience:** Two years post bachelor’s experience; experience with housing on a college or university campus
- **Skills:** Skills in interpersonal communications, leadership, and conflict resolution; the ability to work with diverse populations; the ability to manage several projects simultaneously; basic knowledge of Microsoft Office Software

**PREFERRED QUALIFICATIONS:**
- **Education:** Master’s degree in College Student Personnel or related field
- **Experience:** Residential Life experience with first year experiences

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*This job description is not a contract of employment. Unless otherwise agreed in writing signed by the Board of Regents and subject to any applicable law, all University employees are employed on an at-will basis. Northwest Missouri State University reserves the right to alter the job description at any time without notice. Northwest is an Equal Opportunity Employer.*

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**DATE**
**WORKING CONDITIONS:** Live-on position, air-conditioned office, required presence in buildings of supervision. Some weekends and evenings are required

**SUPERVISORY RESPONSIBILITIES:** Supervision of two Graduate Assistants, eight to ten Resident Assistants, one undergraduate Assistant Complex Director, and other specialist student staff positions.

**EQUIPMENT/MATERIALS USED:**

**TYPICAL PHYSICAL DEMANDS:** Sedentary and physical work requiring the ability to lift and move 25 pounds on occasion. Ability to observe and interpret printed notices, policy violations and other documents. Ability to observe and evaluate aural cues for policy violation, fire alarm response and a person yelling for immediate assistance. Ability to communicate in English effectively both orally and in print. Ability to evacuate residents from any residence hall without the use of an elevator. Fire evacuation may occasionally include traversing all of the flights of stairs more than one time without the use of an elevator.

**COMMUNITY:** Northwest Missouri State University is located in Maryville, Missouri, a community of 12,000 with a diverse economy, and a strong industrial base. Maryville is located 45 miles north of St. Joseph, Missouri and 90 miles north of Kansas City, Missouri. For more information visit our website at [www.maryville.org](http://www.maryville.org).

**UNIVERSITY:** Northwest Missouri State University is a traditional resident-based campus with total enrollment over 7,200 students, which includes undergraduate and graduate students. Northwest, a four-time winner of the Missouri Quality Award, is a teaching-focused institution requiring a twelve-hour teaching load per trimester. For more information visit our website at [www.nwmissouri.edu](http://www.nwmissouri.edu).

**DATE AVAILABLE:** July 2013

**TO APPLY:** Please fill out a Northwest application online by clicking [http://agency.governmentjobs.com/nwmissouri/default.cfm](http://agency.governmentjobs.com/nwmissouri/default.cfm) to reach our employment opportunities listing. You will also need to submit a cover letter, resume, and the names, addresses, and phone numbers of three references in order for your application materials to be complete. Please contact the Office of Human Resources at 660-562-1127 or email mdrake@nwmissouri.edu for more information.