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

PRIMARY DUTY: The Complex Director is responsible for the overall management of a complex containing 500 first year residents and has some additional department responsibilities.

ESSENTIAL FUNCTIONS:
1. Programmatic, supervisory, and administrative management of a complex containing 500 first year residents
2. Selection, training, supervision, and development/mentoring of one undergraduate Assistant Complex Director, fourteen Resident Assistants, and several specialist positions
3. 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
4. Collaborate with pertinent areas on campus to meet needs of freshman students
5. Program development and implementation with first year experience focus
6. Management of judicial process within complex
7. Manage campus wide Hall Discipline Committee
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. Additional department responsibilities to be determined based on interests
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

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

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.
SUPERVISORY RESPONSIBILITIES: Supervision of Twelve – fourteen 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.

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.

SALARY:

APPLICATION DEADLINE:

DATE AVAILABLE: July 2013

TO APPLY: Please fill out a Northwest application online by clicking http://agency.govtmentjobs.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.

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.