

University of Wisconsin-Whitewater

University Housing

ASSISTANT COMPLEX DIRECTOR

POSITION SUMMARY

Assistant Complex Directors are an integral part of the Residence Life program for University Housing 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/programming organization, Leadership Involvement Team (LIT). Assistant Complex Directors work closely with a Masters level Complex Director to create a living, 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 the advisor to the Leadership Involvement Team and related committees.
- Provide training and resource information to develop and implement programs.

Management

- Manage the reception desk for each hall, including scheduling, staffing, payroll reporting, and overall daily operations.
- Adjudicate residence hall conduct as assigned.
- Maintain a record keeping and evaluation process for hall 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 the planning and production of the annual diversity initiative, Boxes & Walls.
- Assume an active role in implementing programs which will facilitate the personal and educational growth of residents.

- Participate in the overall administration 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 Central Staff members.

SUPERVISION RECEIVED

General supervision is received from the Complex Director.

SUPERVISION EXERCISED

Functional and/or administrative supervision is exercised over the desk attendants. Co-supervision of the RA staff.

ADVISING EXERCISED

Functional advising is exercised over Leadership Involvement Team.

BENEFITS

This is a 12-month position, with opportunities with summer camps and conferences. Additional benefits include a beautifully furnished apartment including washer/dryer, pet permitted policy, meal plan, reserved parking permit, membership to University Fitness Center health benefits, and professional development funds.

SALARY

The 2019-20 salary is approximately \$ \$12,729.00 - 17,358.00 depending upon summer work schedule (exact salary is yet to be determined) and includes full tuition reimbursement.

Assistant Complex Directors must be admitted, in good standing, to a graduate program at UW-Whitewater

Electronic applications are strongly encouraged and should be sent to tumbaret@uww.edu. Completed applications will include a resume, cover letter, and list of references. Applications are to be sent to:

Mailed applications should be sent to:

Terry Tumbarello
University Housing
Goodhue Hall # 200
Whitewater, WI 53190

Questions about the search should be directed to Terry Tumbarello, Associate Director of University Housing, tumbaret@uww.edu, or 262-472-5300.

CAMPUS INFORMATION:

UW-Whitewater (<http://www.uww.edu>) is the largest regional comprehensive university within the UW System and enjoys a reputation as a high quality residential campus located near the scenic Kettle Moraine State Forest in southeastern Wisconsin. UW-Whitewater is situated on 400 acres of land and has an annual

budget of more than \$219 million. UW-Whitewater is located in the community of Whitewater, which has 14,622 residents and is within convenient driving distance to the metropolitan areas of Madison, Milwaukee and Chicago. The university enrolls more than 12,000 students in more than 50 majors housed within four academic colleges. UW-Whitewater also offers 16 master's degrees and a Doctorate in Business Administration. The university's strategic plan can be found at: www.uww.edu/strategic-plan. It has a special mission within the UW System to serve students with disabilities and, as such, embraces the principles of universal design and is one of the most accessible campuses in the state. UW-Whitewater is a Division III NCAA university and member of WIAC (<http://wiacsports.com>). The campus has over 200 student organizations and is a vital economic engine for southeastern Wisconsin.

UW-Whitewater is committed to seeking and sustaining a culturally and ethnically diverse campus environment, building a diverse faculty and staff with expertise and interest in serving students with diverse needs, backgrounds, ethnicities, abilities and other distinct characteristics in respectful, sensitive and understanding ways. The University of Wisconsin-Whitewater is an Equal Opportunity and Affirmative Action Employer, and actively seeks and encourages applications from women, people of color, persons with disabilities, and veterans.

ORGANIZATION INFORMATION:

The University of Wisconsin-Whitewater is part of the 26-campus University of Wisconsin System (<https://www.wisconsin.edu>).

UW-Whitewater requires criminal background checks as a contingency to employment. A criminal background check will be conducted prior to an offer of employment.

The University of Wisconsin-Whitewater requires that all employees be active participants in following applicable safety rules and regulations including necessary training and drills.

For UW-Whitewater Campus safety information and crime statistics/annual Security Report, see <http://www.uww.edu/asfr>. If you would like a paper copy of the report please contact the UW-Whitewater Police at 262-472-4660.

To learn more about UW-Whitewater's competitive benefits packages go to our: ALEX webpage, which is our interactive benefits decision support tool.

SPECIAL NOTES:

UW-Whitewater embraces AAC&U's LEAP principles (<http://www.uww.edu/leap>) and emphasizes student, staff and faculty participation in High-Impact Practices (<https://www.aacu.org/resources/high-impact-practices>). The Office of Research and Sponsored Programs (<http://www.uww.edu/orsp>) provides support for faculty scholarly and creative activities as well as other opportunities to apply for reassigned time and/or other resources to support research activities. UW-Whitewater faculty and staff also have access to technology transfer and research resources provided by WiSys (<https://www.wisys.org>).