

UNLEASH YOUR POTENTIAL

AT WESTERN ILLINOIS UNIVERSITY

ASSISTANT COMPLEX DIRECTOR

The Assistant Complex Director (ACD) is an apprenticeship in the operation of a residence hall program and involves various administrative and management functions as well as all areas of student development. As an assistant to the residence hall Complex Director (CD), the ACD position provides opportunities to learn and develop the expertise and skills needed to function effectively in a residence hall environment, a student services division, or any similar organization.

ESSENTIAL RESPONSIBILITIES

- Assist in the hiring, training, supervising, and evaluating of all undergraduate staff and a full-time Residence Hall Clerk.
- Assist in the coordination of the administrative functions of a residence hall complex, which include facility management, maintenance, information desk operations, room assignments, student employment, and payroll budget.
- Provide leadership in promoting an atmosphere within the residential communities that supports academic achievement and fosters responsible decision making.
- Coordinate community and student development through assisting the CD with service learning initiatives, social and educational programming, human issues education, faculty involvement programming, student government advising, and the development of special lifestyle communities.
- Provide advice and counsel for individual students, student leaders, and student groups.
- Respond to requests and inquiries from University personnel, students, and parents.
- Participate in an on-call duty program in which student crises are addressed and a follow-up is conducted.
- Serve as a member to one departmental committee.
- Serve as a liaison to food services, custodial staff, and public safety officers.
- Oversee expenditures and manage administrative procedures for student programming monies.

MARGINAL RESPONSIBILITIES

- Serve as a liaison to other Division of Student Services committees.
- Assume other departmental responsibilities in regard to staff selection, student recruitment, and orientation.

REQUIRED SKILLS AND KNOWLEDGE

- Enrollment in a related Western Illinois University graduate program (Preference will be given to students admitted to the Department of Educational & Interdisciplinary Studies)
- Previous residence hall experience
- Good academic standing with the School of Graduate Studies
- Demonstrated commitment and ability to work with a diverse student body and staff
- English speaking skills
- Ability to work nights and weekends
- Ability to arrive for training by late July

SALARY RANGE

Base salary of \$1,224 per month for 9 months

BENEFITS OF POSITION

Dining plan available when food service is in operation, Tuition waiver, Access to student health insurance

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Professional development funding may be available for conference registration and travel including additional financial support available for conference presentation 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 an instructor for a credited Resident Assistant course/Participate in comprehensive inservice training and development programs throughout the year.
- Advise student organizations
- Represent UHDS on campus committees and/or in collaborations with other departments.
- Enjoy an atmosphere supportive of innovative and self-initiated projects.



**WESTERN ILLINOIS
UNIVERSITY**

UNIVERSITY HOUSING
& DINING SERVICES

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