

# HOUSING AND RESIDENCE LIFE

University of Wisconsin-Stevens Point  
1108 Fremont Street, Stevens Point, WI 54481  
Phone: 715-346-3511 Fax: 715-346-4459  
Email: [housing@uwsp.edu](mailto:housing@uwsp.edu)

## Assistant Complex Director Position Description 2023-2024

### **General Function and Scope of Responsibility**

The primary responsibility of this position is assisting in the coordination of an educational residential complex, housing approximately 450-475 students. The main responsibilities of this position include student leader co-supervision and leadership coaching, community and education development, student well-being and conduct, and administrative management. It is a 25 hour/week position.

This 12-month contract shall be from July 17, 2023-June 30, 2024. There is some flexibility built into these dates, if needed. To be eligible for this position, you must be enrolled in a graduate program (either at UWSP or an on-line program). Employee must be enrolled as a student throughout the term of employment.

### **Summary of Responsibilities**

#### ***Student Leader Co-Supervision and Leadership Coaching***

- select, train, supervise, and evaluate front desk receptionists for Smith and Pray-Sims Complex
- plan and facilitate monthly front desk staff meetings to share information, monitor processes, and provide feedback on improvements
- provide leadership coaching for the hall volunteer leadership team in organizing and implementing events for students
- meet regularly with leadership team members to provide ongoing training, discuss upcoming events, provide direction and guidance, and evaluate activities
- assist in creating opportunities for team building, interaction, and cooperation for Core team (residence hall staff and leadership team)
- assist in selection, training, supervision, and evaluation of 14 Resident Assistants

#### ***Community and Educational Development***

- provide and promote educational opportunities focusing on awareness and appreciation of cultural differences and building an inclusive and respectful community
- promote and support the mission of UW-Stevens Point, Division of Student Affairs, and Housing and Residence Life
- utilize Housing and Residence Life's community Development Model to guide student leaders in planning hall events
- support activities planned and implemented by the hall's student staff and Leadership Team
- promote an environment conducive to academic success, development, and learning
- understand and enforce UW System, UW-Stevens Point, and Housing and Residence Life policies

#### ***Student Well-Being and Conduct***

- serve on a rotating on-call schedule covering half of campus residence halls
- encourage students to assume responsibility for behavior and decisions affecting their community
- serve as Campus Security Authority, as outlined by the Clery Act, to include completion of required training and reporting of all crimes to the university
- as a university employee, report witnessed or otherwise reported incidents of sexual assault to the Office of the Dean of Students (36.11(22)(c))
- serve as a Responsible Employee, as defined by Title IX and UWSP Policy 14.2, to report thorough and complete information about sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other gender-based discrimination

# HOUSING AND RESIDENCE LIFE

University of Wisconsin-Stevens Point  
1108 Fremont Street, Stevens Point, WI 54481  
Phone: 715-346-3511 Fax: 715-346-4459  
Email: [housing@uwsp.edu](mailto:housing@uwsp.edu)

## ***Administration/Management***

- attend regularly scheduled professional staff meetings, professional developments, and other meetings as necessary
- oversee front desk operation of the residence hall through monitoring security, providing customer service, and mail distribution
- establish and maintain positive relationships and regular communication with campus partners
- participate in one departmental committee
- complete assigned summer projects and committee work
- perform administrative tasks in accordance with established Housing and Residence Life procedures and deadlines
- analyze and use assessment data to improve the student experience
- utilize StarRez to assist with occupancy management and front desk operations
- manage internal residence complex budget
- perform purchasing functions for the complex and maintain accurate and timely purchasing statements
- assist with quarantine and isolation occupancy management, if necessary
- perform other duties as assigned and directed by Housing and Residence Life central staff or other UWSP administrators

## **Required Qualifications**

- Bachelor's degree
- demonstrated supervision skills
- demonstrated initiative and experience in community development
- demonstrated administrative skills including an ability to manage multiple priorities
- demonstrated proficiency of communication skills, including verbal, written, and interpersonal

## **Preferred Qualifications**

- demonstrated experience with customer service and/or reception desk operations
- experience with crisis management

## **Requirements of Position**

- must be enrolled in a graduate program (either at UWSP or an on-line program). Must also meet the minimum GPA required for the academic program in which enrolled.
- live in the Hall Director apartment as a condition of employment. A \$250 security deposit is required and needs to be paid in full by the end of your first semester.
- forego all other employment while the University is in session.
- not participate in any major co-curricular commitment without the expressed consent of your immediate supervisor.
- return to the university and your assigned complex as directed prior to the beginning of your contract to participate in a staff training program and to assist in the orientation of students to the complex.
- must be present during any closed weekends outlined in the Housing and Residence Life manual.
- provide coverage in the hall during opening and closing times. The type and length of coverage during the semester will be decided jointly by the Complex Director and the Assistant Complex Director. The Assistant Complex Director's departure may be delayed pending check-out and other closing duties which will be identified by the Complex Director.

## **Compensation**

- living accommodations in the Hall Director apartment for the period July 17, 2023 through June 30, 2024.
- meal allowance for each semester during the 2023-2024 academic year.
- stipend of \$19,000 for 12 months.
- washer/dryer included
- parking pass paid by department
- department issued laptop

# HOUSING AND RESIDENCE LIFE

University of Wisconsin-Stevens Point  
1108 Fremont Street, Stevens Point, WI 54481  
Phone: 715-346-3511 Fax: 715-346-4459  
Email: [housing@uwsp.edu](mailto:housing@uwsp.edu)

-opportunity to have a pet, (one cat or dog only); however, they must be approved by the maintenance staff. If approved, your security deposit must be paid in full before obtaining a pet. The Assistant Complex Director must refer to Housing and Residence Life's apartment pet policy and follow the guidelines of this policy.