

Instructions: Please complete the position description; attach a unit organizational chart showing reporting relationships for the position, and route to the Department Head, College/Unit, and the Office of Human Resources - Employment Services.

Professional Title Area Complex Director

College/Admin Unit Student Affairs

Rank Professional Faculty

Department University Housing and Dining Services

Status Exempt

Working FTE (Appt, %) 1.00

Term of Service 9-mo X 12-mo

Employee Name			
Effective Date	Mo 07	Day 01	Year 2006

Reason for submission to OHR (select one): New employee
 Revisions due to title change
 Revisions due to change in job duties and responsibilities

Position Summary:

The Area Complex Director (ACD) holds responsibility for the student housing operation in a particular area of campus. As a live on member of the Residential Education and Services team, the ACD will develop and implement policies and procedures, and provide an on campus presence in Residential Education and Services that support the University's mission regarding creation of a Compelling Learning Experience, and the development and implementation of Top-Tier integrated learning environments and programs. The ACD will conduct their work and foster an environment among staff and students that supports the University's values of Accountability, Diversity, Respect, Responsibility and Truth.

Decision-making: Decision-making authority includes: Hiring, training, employee coaching and evaluation; student conduct; and staff work schedules and priorities, in conjunction and consultation with the Director of Residential Education and Services, their fellow members of the Residential Education and Services Leadership Team, UHDS Personnel Manager, and UHDS unit leaders. As a live on staff member, the ACD will hold responsibility for coordinating emergency and crisis response on behalf of University Housing and Dining Services.

Supervisory Responsibilities:

How many employees are directly supervised by this position? 3-8 direct reports, and up to 50 additional student employee indirect reports

Which of the following supervisory/management activities does this position perform?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Plans Work | <input checked="" type="checkbox"/> Assigns work |
| <input checked="" type="checkbox"/> Approves Work | <input type="checkbox"/> Responds to grievances |
| <input checked="" type="checkbox"/> Disciplines/Rewards | <input checked="" type="checkbox"/> Hires/fires (or effectively recommends) |
| <input checked="" type="checkbox"/> Prepares and signs performance appraisals or reviews | |

Faculty Position Description (Page 2 of 3)

Duties: List functions and tasks performed, in order of importance, with % of time spend on each function. In Column 2, enter **N** if duty is new, **R** if it is revised from previous description.

Suggested for Online Entry: Enter list of duties first, then enter Column 1 and column 2 separately. **DO NOT USE TAB UNTIL ALL ENTRY IS COMPLETE. TAB will take you to page 3.**

% OF TIME	N/R	DUTY
40%	N	<p>Staff Supervision As a live on staff member, the ACD directs the work of up to 8 professional staff members (Resident Directors, Assistant Resident Directors, Co-operative Directors) and up to 50 student paraprofessionals - including selection, training, operations, education, and evaluation. In consultation with other members of the Residential Education and Services Leadership Team, creates, reviews, and implements Standard Operating Procedures (S.O.P.s), and has accountability for adherence to Unit, Departmental, and University S.O.P.s across assigned staff members. Appropriate supervision requires frequent evening and weekend work.</p>
30%	N	<p>Student Conduct Officer Within the context of the OSU Student Conduct process, oversees the process of holding residents accountable to applicable UHDS/OSU policies. At the direction of, and under the guidance of the Director, Residential Education and Services (RES), Assistant Directors, Residential Education and Services, and the OSU Office of Student Conduct is responsible for the adjudication, or delegation of adjudication of all student conduct cases as assigned. The ACD will assist with the operation of various peer accountability boards across the UHDS system. Additionally, the ACD is responsible for adequate disaster and emergency response planning and preparation, including evacuation plans, coordination with public safety and law enforcement officials, and fire, life safety, and security routine inspections. This function requires frequent evening and weekend work.</p>
10%	N	<p>Creation and Support of Compelling Learning Experience Initiatives In conjunction with the Director, supports and enhances Unit, Departmental, and University Programs, Functions, and Initiatives that develop the Compelling Learning Experience for resident students. Provides leadership to staff in assigned facilities. Supports student government groups and late night programming initiatives as directed or appropriate. This function requires frequent evening and weekend work.</p>
5%	N	<p>Residential Education and Services Area Leadership The ACD is responsible for convening Area Operations Groups as directed/scheduled. The ACD will ensure that issues presented, and commitments made at AOG meetings receive appropriate follow up.</p>
5%	N	<p>Unit and Department Work and Task Groups In addition to standardized ACD duties, the ACD will serve in one of the following capacities: >>Coordinate Student Staff Selection >>Coordinate Professional and Student Staff Training (including teaching a 400 level CSSA course) >>Serve as Operations Manager for the Residence Halls during the summer term (includes work during spring term to prepare)</p>
5%	N	<p>Summer Operations The ACD shall support the summer operations of UHDS. Duties may include both supervision of summer staff, and hands on performance of tasks including check in, check out, room cleaning, restroom cleaning, etc. This function requires frequent evening and weekend work during the summer, and commitment to creating a positive experience for both the Staff and Clients of University Housing and Dining Services.</p>
5%	N	<p>Other Duties As Assigned</p>

