

Apartment Complex Director, Residential Life
University at Buffalo, The State University of New York

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Downloaded On: May. 8, 2024 11:05pm

Posted Feb. 29, 2024, set to expire Aug. 4, 2024

Job Title	Apartment Complex Director, Residential Life
Department	VPSL Campus Living
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Residential Life
Job Website	https://www.ubjobs.buffalo.edu/postings/48622
Apply By Email	
Job Description	

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Residential Life is accepting applications to fill an **Apartment Complex Director** position. As Apartment Complex Director (CD), you are responsible for the general management and residential life functions in one or more apartment villages/complexes housing 500-600 students.

Through the supervision of a Graduate Assistant (Assistant Complex Director), full-time administrative staff member(s) and approximately 10-12 para-professional staff members, the CD fosters a supportive and inclusive living environment that encourages students to develop their full potential.

This position includes educational, supervisory, and administrative functions that promote student engagement, academic success, personal development, and a strong sense of community through the implementation of the UB residential curriculum. The CD helps to set priorities and will provide direction to onsite outsourced contractors for turnover, cleaning, painting, flooring etc. The CD is supervised by an Assistant Director (AD) for Residential Life.

This is a 12-month, live-in position, beginning in July. Candidates who have developed skills in the following areas or an interest in developing skills in these areas, are encouraged to apply:

- Student and professional (Graduate and Office Manager) staff supervision
- Programming
- Residential curriculum
- Crisis intervention
- Student conduct
- Maintenance and facilities management
- Housing operations
- Counseling, helping, and conflict management
- Administrative and time management
- Turnover
- Complete annual department mandatory training (ex. Workplace Violence Prevention, Sexual Harassment Prevention, Title IX, Naloxone/Narcan).

Residential Life, a unit within the Division of Student Life, serves to provide the best residential living experience for students at the University at Buffalo. We support the University's mission by providing inclusive residential communities, personal growth and learning, every day for everyone.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy

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mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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