

Apartment Complex Director
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261793>

Downloaded On: Aug. 29, 2025 5:27am

Posted Aug. 28, 2025, set to expire Aug. 4, 2026

Job Title Apartment Complex Director
Department Residential Life
Institution University at Buffalo
Buffalo, New York

Date Posted Aug. 28, 2025

Application Deadline 08/27/2026
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Residential Life
Facilities Operations

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Job Description

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Apartment Complex Director

Position Information

Position Title: Apartment Complex Director

Department: Res Life Admin

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58690>

Job Type: Full-Time

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Posting Detail Information

Position Summary

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. 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).

Level 1 Emergency Operations

In the event of an emergency, services related to the health and safety of students, faculty, staff, and guests, and the security and maintenance of facilities are essential and must continue. Employees hired into this position are designated as Level 1 meaning they are considered essential and are

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expected to report to campus so that these services will continue without disruption. This is a pooled posting. Positions are filled on an as needed basis.

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.

About Student Life

Student Life is dedicated to creating a student-centered environment that fosters engagement, well-being, and success. Guided by four strategic priorities-student engagement, health and wellness, personalized support, and advancing diversity, equity, inclusion, and justice-we provide transformative experiences that empower students to grow, lead, and thrive. As a member of Student Life, you'll join a team of passionate professionals united by shared values and a commitment to student success. We think big, act boldly, and pursue excellence with purpose. Together, we build inclusive communities, champion discovery, and celebrate the achievements that shape the UB experience.

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 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](#).

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.

Minimum Qualifications

- Bachelors degree with one year of experience in college student supervision, student conduct, orientation, or student activities/engagement.
- Excellent administrative and communication skills are required.
- Based on the need to respond to crisis situations and serve on a duty rotation, travel within the campus, between campuses and off the campus is required. Candidates will need to demonstrate their ability to meet the transportation needs of the position.

Preferred Qualifications

- Masters degree in Higher Education, Student Affairs, Counseling, or related field with one year of post-bachelors degree experience in residence hall or apartment experience is

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preferred.

- One year of full-time experience in university apartment or residence hall administration.
- Due to the transportation needs of the position, a valid license to operate a motor vehicle in NYS is preferred.

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Physical Demands

Salary Range

\$54,500

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Kerri Bigler

Contact's Pronouns:

Contact's Title: Office Assistant for Residential Life

Contact's Email: klbigler@buffalo.edu

Contact's Phone: 716-645-5617

Posting Dates

Posted: 08/27/2025

Deadline for Applicants:

Date to be filled:

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

Contact

N/A

University at Buffalo

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