

**UNIVERSITY HOUSING & DINING SERVICES
EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois 61920-3099**



POSITION ANNOUNCEMENT

POSITION AVAILABLE: COMPLEX DIRECTOR

The Office of University Housing and Dining Services at Eastern Illinois University, Charleston, Illinois, seeks a dynamic individual for the position of Complex Director.

This is a full time, 12 month, live-in professional staff position. The Complex Director's key responsibility is to provide an atmosphere where 700-1200 students grow and develop to their highest potential. The Complex Director supervises and mentors a residential life staff consisting of 2-4 Associate Resident Directors, 1-2 full-time office assistants, 17-22 Resident Assistants, and other student staff members.

The Complex Director assists with the overall operation of the residential life program by serving as a member of the Residential Life Management Team and by actively participating in University and Departmental Committees. In addition, this individual directs community development, student development, hall government advisement, housing assignments, staff selection, staff training, student conduct, crisis intervention, programming initiatives, and coordination of summer programs.

Through effective management, administrative, and programmatic responsibilities, the Complex Director creates a community environment conducive to the academic success and personal growth of students consistent with the goals and objectives of the Office University Housing & Dining Services. The Complex Director reports directly to the Assistant Director of Housing/Director of Residential Life.

QUALIFICATIONS: Master's degree required with a degree in College Student Affairs, Higher Education Administration, or College Student Development preferred. Significant post-masters experience in Residential Life is required with previous Resident Director Experience preferred.

STARTING DATE: June 1, 2008

SALARY RANGE: Starting salary of \$35,500-\$37,000 per year; furnished 2 bedroom apartment and meal plan; financial support for professional development; benefits package including medical and dental insurance, retirement plan, and tuition waiver for up to six credit hours per semester.

CLOSING DATE: Review of applications begins immediately and will continue until the position is filled. To receive full consideration, application materials **should be submitted by Friday, January 18, 2008**. Interviews may be conducted prior to this date but no hiring decision will be made prior to the deadline.

TO APPLY: Send letter of interest, current resume and names, addresses and phone numbers of three professional references as a Word document in an e mail to Mr. Jody Stone, Assistant Director of Housing at jestone@eiu.edu. For more information see www.eiu.edu/~housing.

AA/EOE: Eastern Illinois University is an equal opportunity, equal access, affirmative action employer committed to achieving a diverse community.