

Complex Coordinator
Job Description and Contract
2005-2006 Academic Year

Reporting

Relationship: The Complex Coordinator reports directly to the Area Director of the area of the complex in which they work, indirectly to the Director of Housing.

Basic Function: To assist the Area Director in the daily planning, managing, and operating of a residence hall.

Requirements: Perform the responsibilities as outlined in the job description, staff and residence hall manuals, understand and abide by University and residence hall policies and regulations, maintain a 2.5 G.P.A., reside in the residence halls and be enrolled for a minimum of 12 credits.

Hours Per Week: Approximately 20 hours

Compensation: Double room as a single, 21 or 14 meal board plan, micro-fridge, and \$175 per month during fall training and through the academic year.

The responsibilities of the Complex Coordinator are shared or divided between the Coordinators in each complex and include, but are not limited to, the following:

Terms of Employment

- Employment expectations begin the date a staff member accepts the position offered
- Employment Contract is separate and independent of the Residence Hall Dining and Lease Contract
- Upon conclusion of employment the Complex Coordinator must sign and complete the Employment Exit Form and all items and aspects referred to therein in conjunction with the Area Director or Associate Director of Housing and Residential Life
- In the case of a resignation the employee must work with the Area Director to establish an appropriate move out date that will be no later than two weeks from the date of resignation.
- Early Termination due to failure to comply with campus policy or any aspect of this contract will require the departing staff member to be moved out 48 hours after receiving written notification of their termination.

Staff

- Attend and assist in planning and facilitation of weekly staff meetings
- Attend weekly meetings with other Complex Coordinator, Area Director (One on One) or as needed
- Meet 1 hour per week with Assignment Coordinator (Administrative CC) or Judicial Officer (Developmental CC)
- Be a resource for staff in the areas of residence life, programming, administration, facilities, security, and service areas
- Provide on-going feedback to resident assistants and desk assistants
- Interpret university and departmental policies and procedures to staff and residents

Desk

- Provide training in the fall and throughout the year
- Process time cards
- Organize and delegate projects at the desk (such as key inventory, refunds, equipment inventory, etc.)
- Coordinate work schedules and desk hours, monitor desk and duty switches
- Follow-up on incomplete work order requests
- Monitor daily activities behind the desk and implement improvements
- Schedule at least one meeting each month with each office assistant to provide performance feedback
- Communicate to Jeff Goebel and Kim Brosdahl in writing, GMW comments from staff weekly report
- Coordinate opening and closing of desk at the beginning and end of the school year and during breaks

On-Call/Availability

- Be available to assist staff with emergency situations, facility management, conduct situations, etc. Assess situations and call in overtime staff if necessary. Complete the proper reports.

- Participate in the Complex Coordinator weekend on-call schedule early in the year approximately once a month, and less as the semester progresses. When on-call over the weekend you will carry a pager/cell phone from 4:30pm, Friday, through 8am, Monday morning. On-call coverage also includes any official holiday that occurs on a Friday or Monday. Alcohol is not to be consumed prior to or when on-call. You may leave campus while on-call, but you must stay on campus overnight.

Conduct

- Assist the Judicial Officer with the coordination of the conduct process and timely resident notification
- Maintain conduct paperwork in conjunction with the Area Director
- Prepare reports as requested by the Area Director and Judicial Officer
- Maintain the conduct records
- Assist staff in arbitrating conflicts and handling conduct situations
- Assist Area Director, Judicial Officer, and Resident Assistants in exploration of conduct situations
- Coordinate duty schedule and provide copies to appropriate parties
- Maintain duty logbook
- Meet when necessary with the Judicial Officer

Hall Activities

- Advise, attend, and support Hall Council and its executive board
- Attend hall activities and encourage quality programming
- Advise and support residents in the development of a comprehensive and diverse offering of programs within their floor
- Work with the staff and residents in the development of floor governments and community standards
- Assist in the supervision of hall council's finances
- Enter programming records in the database

Other

- Participate in the selection of student staff
- Schedule: five office hours per week to be available to staff and residents
- Provide training opportunities for hall staff and hall council in conjunction with the Area Director
- Attend and actively participate in Complex Coordinator, Resident Assistant and Office Assistant training
- Must be present for opening and closing of the halls
- Prepare weekly reports as well as an end of year report
- Monitor community areas including the weight room and computer room.

I accept the position of Complex Coordinator, and agree to fulfill the duties for the entire 2004-2005 academic year as listed in the job description, manuals, and handbooks. I agree to adhere to MSUM and department policies and procedures, while also conducting myself as a role model, both on and off campus. Failure to fulfill any of the above may result in the termination of this contract

Complex Coordinator (printed)

Permanent Address:

Permanent Phone

Area Director Date

Director of Housing Date

Complex Coordinator (signed) Date

Social Security No.: _____

Birth Date (optional): _____

E-Mail Address: _____

MSUM ID No.: _____

Meal Preference 21 14

Shirt Size M L XL XXL