

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

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Posted Jan. 17, 2025, set to expire Aug. 4, 2025

Job Title	Apartment Complex Director
Department	VPSL Campus Living
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Residential Life
Job Website	https://www.ubjobs.buffalo.edu/postings/55274
Apply By Email	
Job Description	

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

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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).

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

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.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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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

- Bachelor's 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

- Master's degree in Higher Education, Student Affairs, College Student Development, Counseling, Education, or related field with one year of post-bachelor's degree experience in residence hall or apartment experience is 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.

Contact Information

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

Contact

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