



POSITION ANNOUNCEMENT

Position: Head Resident-Men's Residence Hall Alford-Conerly Hall

Job Description:

The head residents are student advocates who reside within and administer the residence halls. Head Residents administer the units: Check-in and Check-out, maintenance and housekeeping reporting, enforcing regulations, facilitating activities, and report to the Director of Student Activities and Housing. Head residents will comply with all policies, procedures, and conditions printed in the current edition of the Southwest Mississippi Community College Student Handbook, the Housing Reservation Application, and the College Catalog, the Employee Handbook, the written and verbal expectations provided by the Director of Student Activities and Housing, and the Vice-President for Student Affairs.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The head resident should also be trained (or obtain within an established time period upon being hired) and currently hold the American Red Cross CPR (cardiopulmonary resuscitation) and First Aid certifications. Week-end work is expected. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The **PREFERRED** qualifications for this position are:

Master's or Bachelor's Degree in Student Activities, Counseling, Coaching & Teaching, and Physical Education with 1 year of teaching or work experience in community college, high school, elementary school, or military service.

The **REQUIRED** qualifications for this position are:

At least an AA or AAS with experience in the community college, high-school, or consumer good/service sectors.

Salary: Based on education and experience

Application deadline: August 14, 2018

Evaluation Criteria:

SMCC will use the following to evaluate each applicant:

1. Cover Letter and supporting credentials
2. Staff Application: http://www.smcc.edu/_resources/pdf/employment-opportunities/staff/staffapp.pdf
3. Resume
4. One page outline of your plan for administering a residence hall
5. Contact information for three references

Contact:

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Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.