



SOUTHWEST
MISSISSIPPI COMMUNITY COLLEGE
POSITION ANNOUNCEMENT

Position: Night Head Resident Alford Conerly Residence Hall

Job Description: Southwest Mississippi Community College is seeking an individual to be the night time head resident in the male residence hall. Work hours will be 4:00 pm-12:00 am and on call other hours during the week and on weekends. The applicant will live in the residence hall. This is a full-time, twelve (12) month position and reports to the Director of Student Activities and Housing.

Duties and Responsibilities: The night head resident resides on campus in the residence hall apartment. The applicant is responsible for checking the students in and out as well as conducting weekly inspections of the rooms. The employee is responsible for the overall upkeep of the building personally and through communication with other departments on campus. All work will be performed while adhering to department policies and procedures in order to maintain a clean, safe and attractive environment.

Salary: Wages are based on experience

Qualifications:

Preferred - Bachelor's Degree in Student Activities, Counseling, Coaching & Teaching, Physical Education with 1 year of teaching experience in community college, high school, or elementary school.

Required -AA or AAS from a Mississippi Community College with 2 years of work experience. Or; High School Diploma or general education degree (GED) with 3 years of workforce experience in the community college, high-school, or consumer good/service sector. The night 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. Employee must be self-motivated and take initiative in overseeing the students and the building.

Evaluation Criteria: SMCC will use the following to evaluate each applicant:

1. Cover Letter and supporting credentials
2. Staff Application: <http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>
3. Resume

Contact: Becky Newman, Human Resource, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3841. Email: bnewman@smcc.edu

Application Deadline: September 25, 2020

Nondiscrimination Statement: 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: Rhonda Gibson, Director of Disability Support Services, SMCC, 601-276-3885, Kenna Hall 129; Blake Brewer, Vice President for Student Affairs, Title IX Coordinator, & Director of Athletics, 601-276-3717, SMCC, 1156 College Drive, Summit, MS 39666.