



## POSITION ANNOUNCEMENT

**Position:** Head Resident – Men's Residence Hall Alford Conerly

**Job Description:** Southwest Mississippi Community College has an opening for a Head Men's Resident in the Alford Conerly Hall. 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 and facilitating activities. The Head Resident reports directly to the Director of Student Activities and Housing.

**Duties and Responsibilities:** Include but are not limited to:

- Will reside on campus in the residence hall apartment.
- Will always be available/in contact with the Director of Student Activities and Housing either by phone in the resident hall, email, or cell phone. The head resident maintains a good working relationship with housekeeping, campus police, housing, and the office of the Vice-President for Student Affairs.
- Communicates with all residents to establish friendly relations
- Will make their presence known and be in residence hall, during night time hours and should be available during weekends. The employee should remain in the residence hall and respond as directed during times of crisis e.g. hurricanes, tropical storms etc.
- Conducts inspections each week to make sure rooms are clean
- Responsible for submitting maintenance/housekeeping request forms

**Rate of Pay:** Based on education & experience

**Hours:** 4:30 p.m. – 1:00 a.m. and every other weekend

### **Qualifications & Experience:**

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 community college, high-school, or consumer good/service sectors.

Preferred: Bachelor's Degree

**Contact:** Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: [hr@smcc.edu](mailto:hr@smcc.edu).

**Application Deadline:** Friday, February 3, 2023. Failure to include requested application information will preclude applicant from consideration of position.

### **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: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.