



POSITION ANNOUNCEMENT

Position: Night Head Resident – Women’s Residence Hall

Job Description:

The Head Resident is a student advocate who resides within the residence hall. Head Resident administers 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. The Head Resident is also responsible for maintaining the cleanliness of the residence hall.

Qualifications:

- The Head Resident will reside on campus in the residence hall apartment.
- The Head Resident will 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.
- The Head Resident must be in the residence hall during their assigned hours, making their presence known. The Head Resident should also be available during weekends. The person should remain in the residence hall and respond as directed during times of crisis e.g. hurricanes, tropical storms etc.
- Function as a resource referral person for students with emotional, health, or academic problems by directing them to the appropriate office on campus and follow through with appropriate notification to the Director of Student Activities and Housing.
- The Head Resident should be able to mediate disputes between students.
- The Head Resident is responsible for completing and emailing in maintenance/housekeeping request forms, while copying the Director of Housing and Student Activities.
- These qualifications are not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned.

Preferred Requirements: AA or AAS from a Community College with 2 years of work experience

Required: High School Diploma or general education degree (GED) with 3 years of workforce experience in the community college, high-school, or consumer good/service sectors.

Salary: Based on education and experience

Application deadline: June 10, 2021

Contact: Submit cover letter, application, and resume information to Becky Newman, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666, Phone: (601) 276-3841, Email: bnewman@smcc.edu

Staff Application <http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>

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, SMCC, 601-276-3885, Kenna Hall 129; Mr. Blake Brewer, Vice President for Student Affairs, Title IX Coordinator, 601-276-3717, SMCC, 1156 College Drive, Summit, MS 39666.