



## NOTICE OF VACANCY

### Coordinator of Student Housing and Residence Life

**Reports To:** Dean and Associate Dean of Student Services

**Description of Position:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse population and inclusive environment brings to a community college. The successful Coordinator of Student Housing and Residence Life (CSHRL) will be an equity-minded individual committed to successfully fulfilling the institution's mission.

Directly responsible for the overall operation of the Office of Student Housing and Residence Life with responsibility in the following key areas: (1) supervisor of para-professional and janitorial staff, (2) accepting, processing and assigning students to residence hall rooms, (3) programming, (4) office administration, bookkeeping, and data analysis, (5) counseling, advising and referral, and (6) coordination of assigned areas for summer campus/conferences.

More specifically, the CSHRL is responsible for the following:

#### DUTIES AND RESPONSIBILITIES

- Manages, leads, and provides the vision for Student Housing and Residence Life, including staff, residential programming, housing operations and facilities.
- Evaluates and assesses the college's student housing occupancy.
- Screens, selects, and trains Student Housing and Residence Life staff.
- Supervises initiation of training (coursework) and supervision of Resident Assistant Staff and Desk Workers through the Residence Hall Coordinators.
- Establish and maintain line of communication between Residence Hall Coordinators, students, and the Office of Student Housing and Residence Life.
- Establish long-range planning mechanisms for the department.
- Establish annual goals with staff and conduct evaluation of all staff and their goals each year or semester.
- Maintains all budget accounts and adheres to campus and state purchasing laws and payment procedures.
- Initiates disciplinary process involving violations of college regulations and provide detail reporting to the Dean of Students who is responsible for adjudicating student conduct matters.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.*

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Through the staff, provides programs or meetings which inform students of campus policies, procedures, assist them in understanding the rights, responsibilities, and expectations of living in a community setting.
- Directs overall operation of the Office of Student Housing and Residence Life.
- Serve as a member of the Behavioral Intervention Team (B.I.T.) and assist in counseling individual students on personal and behavioral problems.
- Serve on various committees as assigned by the Vice President of Administrative and Student Services, Dean and/or Associate Dean of Student Services.
- Train staff to communicate to students about resources available from all departmental and student service areas of the college.
- Maintain an awareness of community views on issues and incidents within student housing.
- Make recommendations to ensure and improve campus safety for students and property.
- Perform a variety of standard to moderately complex administrative and clerical tasks, which may include greeting and receiving visitors and calls, monitoring inventory, maintaining program information, typing, filing, and purchasing in support of daily operations of the Dean and Associate Dean of Student Services Offices.
- Pursue continuous professional development opportunities through participation in accredited associations such as the Southeastern Association of Housing Officers (SEAHO) and Mississippi Association of Housing Officers (MAHO).
- Perform other duties as assigned by the Dean and/or Associate Dean of Student Services.

## **MANDATORY QUALIFICATION**

- Bachelor's degree in Educational Leadership, Higher Education Administration, Student Personnel Administration or related field from an accredited college or university.
- Previous student housing and residence life experience.

## **DESIRABLE QUALIFICATIONS**

- Master's degree in Educational Leadership, Higher Education Administration, Student Personnel Administration or related field from an accredited college or university.
- Experience in consensus building and problem solving with stakeholders who have alternative points of view.
- Working experience in the domains of Mississippi public higher education.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.

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## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.
- Successful experience managing complex budgets.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings/nights and weekends.

## **WORK ENVIRONMENT**

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## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Non-Exempt, Non-Teaching Professional (NP) position.

## **SALARY**

\$40,000.00-\$45,000.00

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE**

Internal/External – December 3, 2022 at 5:00 P.M.

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