



NOTICE OF VACANCY

Coordinator of Student Housing and Residence Life/First Year Experience

REPORTS TO: 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 an inclusive environment bring 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.

Responsible for overseeing all aspects of the Office of Student Housing and Residence Life, with key duties including: (1) supervising paraprofessional staff, (2) managing student housing applications, room assignments, and placement processes, (3) developing and implementing residence life programming, (4) handling office administration, bookkeeping, and data analysis, (5) providing student counseling, advising, and referrals, and (6) coordinating assigned housing areas for summer camps and 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.
- Oversees the training and supervision of Resident Assistants and Desk Workers, ensuring these processes are effectively carried out by Residence Hall Directors and the Area Coordinator.
- Establish and maintain a line of communication between Residence Hall Directors, students, and the Office of Student Housing and Residence Life.
- Establish long-range planning 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 provides detailed reporting to the Dean of Students, who is responsible for adjudicating student conduct matters.
- Through the staff, provides programs or meetings which inform students of campus policies, procedures, and 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.

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: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Serve as a Behavioral Intervention Team (B.I.T.) member and assist in counseling individual students on personal and behavioral problems.
- Serve on various committees as assigned by the Vice President of Student Services or the Dean of Students.
- Trains staff to effectively inform and guide students on the various resources and support services offered by all college departments and student service areas.
- 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.
- Pursue continuous professional development opportunities through participation in accredited associations such as the Southeastern Association of Housing Officers (SEAHO) and the Mississippi Association of Housing Officers (MAHO).
- Design, implement, and assess programs supporting first-year students' college transition.
- Serve as a resource and advocate for first-year students.
- Facilitate outreach initiatives to improve student retention and engagement.
- Plan and coordinate first-year orientation programs and welcome events.
- Develop and oversee First Year Experience seminars or success courses.
- Promote FYE programs through presentations, publications, social media, and campus events.
- Perform other duties as assigned by the Dean of Student Services.

MANDATORY QUALIFICATIONS

- 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.

PREFERRED 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.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.

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KNOWLEDGE AND SKILLS REQUIRED (cont.)

- 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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

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

SALARY

The salary will commensurate with education and experience.

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 **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

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

DEADLINE

Internal/External – July 12, 2025 at 5:00 P.M.