



## NOTICE OF VACANCY

### Women's Residence Hall Director

**REPORTS TO:** Director of Housing and Residence Life

**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 student population brings to a community college. The successful Women's Residence Hall Director will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

Women's Residence Hall Director is responsible for the daily operation of a residence hall. This requires coordination of Resident Assistant, desk workers, and residents to achieve goals of the College. Women's Residence Hall Director must understand and accept the responsibilities that come with being a role model for students and staff. Women's Residence Hall Director must display professional behavior, loyalty, and commitment to the Department and the College as outlined in the Housing and Residence Life Handbook and Staff Manual.

More specifically, the WRHD is responsible for the following:

#### DUTIES AND RESPONSIBILITIES

- Assist with department-wide and divisional programming and move-in/move-out.
- Assist with student staff selection and training.
- Attend staff meetings with other HDs and the Housing and Residence Life Leadership Team.
- Conduct weekly or bi-weekly meetings with individual Resident Assistants.
- Demonstrate good work ethics
- Develop a sense of community among staff through staff development, leadership development, and personal/professional development.
- Directly supervises residence assistants and part-time desk workers.
- Enforce college and departmental policies and regulations.
- Establish and maintain effective communications with clients and other ITS staff.
- Evaluate the student staff performance of the Resident Assistants.
- Maintain daily office hours and offer a high degree of availability and visibility for all residents and staff members.
- Maintain hall budget by preparing and carefully recording all expenditures.
- Maintains quality documentation to manage program and system development, revisions, and operation.
- Oversee the administrative functions of the hall office operation, including Desk Assistants, timesheets, supplies, keys, etc.

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. 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.

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

- Participate in and lead staff training for all residence hall personnel, including RAs, Desk Assistants.
- Plan and implement a weekly staff meeting with the hall staff.
- Promote and uphold a secure environment within the residence hall.
- Utilize the work order system Track IT to ensure that maintenance problems are reported and corrected as soon as possible.
- Perform all other duties as assigned by the, Director of Student Housing and Residence Life, Assistant Dean of Students, Vice President, President, or appropriate authority.

## **MANDATORY QUALIFICATIONS**

- Associate degree from an accredited college or university and/or working towards an Associate degree from an accredited college or university.
- Previous student housing and residence life experience.
- Must reside on Campus at the Women's Residence Hall.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university.
- 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.
- 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.
- 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.

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## **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.

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## 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](mailto:humanresources@msdelta.edu) or via postal mail to:

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

### **DEADLINE**

Internal/External – December 2, 2022 at 5:00 P.M.

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