



Assistant Director for Residential Operations at Mississippi College

PURPOSE:

Reporting to the Director of Residence Life, an Associate Director for Residential Operations at Mississippi College is responsible for leadership and management of a comprehensive residence life program designed to meet the needs of a diverse residential population, and supports the continuous development of both the professional and paraprofessional staff. The Associate Director for Residential Operations is responsible for managing the administrative tasks in the Student Life Center that relate to the Residence Life department.

The Associate Director for Residential Operations position is a 12 month, live-on, full-time administrative staff position in Residence Life. The Associate Director for Residential Operations responsibilities includes, but are not limited to, student guidance, conflict resolution, programming, fostering community, leadership development, crisis intervention, evaluation, assessment, and facilities management.

RESPONSIBILITIES:

- Assist in the selection process for Assistant Directors, Area Coordinators, Lead Resident Assistants, Resident Assistants, Student Workers, and Desk Assistants.
- Maintain and update the Residence Life website for undergraduate and graduate housing.
- Assist in the development of departmental goals and learning outcomes consistent with the mission, vision, and strategic plans of the institution, Division of Student Life, and Residence Life.
- Serve as a liaison with Physical Plant staff. This includes working with housekeeping and maintenance personnel to establish and maintain ongoing processes of hall maintenance, cleaning, and refurbishment; oversee occupancy and damage billing process.
- Participate in weekly professional staff meetings as scheduled.
- Participate in the on-call rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for a residential population of approximately 2,000 undergraduate students.

- Conduct and report the assessment of student learning and development in the Residence Halls.
- Conduct and evaluate program outcomes.
- Respond to written and oral communications and conduct and attend meetings as required.
- Serve on departmental committees to address and serve larger organizational needs.
- Manage all residential housing assignments, including room changes and assignments for graduate apartments.
- Assist with planning and the coordination of summer orientation housing.
- Assist with various administrative tasks as assigned by the Director of Residence Life.

QUALIFICATIONS:

- Master's Degree required plus 3-5 years' experience working in a college or university residence life program, ability to establish and maintain strong collaborative relationships, experience with living and learning communities, programming design and implementation, budget and project management as well as supervisory experience
- Have an active and growing Christian faith.
- Strong administrative, interpersonal, and communication skills

BENEFITS:

- Full-time employee benefits
- One or two bedroom apartment
 - Utilities included (Cable, electricity, water, etc.)
- MC employee rate (\$25/month) and access to the Baptist HealthPlex
- Partial Meal Plan provided (~130 meals per semester)
- Tuition remission for one course per term after the first six months of employment
- Personal parking spot