

Assistant Director of Greek Housing and Summer Operations

The University of Southern Mississippi is currently accepting applications for the position of Assistant Director of Greek Housing and Summer Operations.

Position Details	
Location	Hattiesburg 118 College Drive Hattiesburg, Mississippi, 39406-0001 United States
Division	Residence Life
Position Type	Staff
Employment Status	Full Time
Grant Funded	No
Salary Range	51,527.00 - 53,000.00
Pay Grade	E09
Posting Close Date	March 1, 2025

Job Summary

This position has the responsibility of overseeing all Greek Housing environments, Cedarbrook Apartment Complex, and the Summer Conference Operations for Housing and Residence Life (HRL). The Assistant Director is responsible for the day-to-day administration, supervision, and management of Fraternity Row, Sorority Village and Cedarbrook Apartments and serves as the contact person for all Greek Housing related issues. This position will collaborate closely with Fraternity and Sorority Life, the Union, HRL Maintenance and Custodial Staff and HRL Business Operations.

Primary Duties and Responsibilities

1. Serves as liaison between the residence life department and other departments on campus which includes Fraternity and Sorority Life as it relates to both Sorority

Village and Fraternity Row, including overseeing the coordination of Fraternity and Sorority house corporation meetings, dissemination of information concerning updates on housing policies and procedures, member housing assignments, recruitment information, summer use requests, required safety and security activities including, but not limited to, conducting fire drills, health and safety inspections and monitoring life safety equipment.

2. Partners with the Athletic Department regarding use of a Sorority Village duplex for women's basketball players, which includes occupancy during University holidays and breaks.
3. Maintain billing records for Greek houses and submit charges such as maintenance repairs and damages to the appropriate individuals. Work with HRL Business Ops staff on billing for parlor fees, multipurpose room invoices and vacant bed invoicing.
4. Oversight of the day-to-day administration, supervision and management of the Housing and Residence Life functions of Summer Conference Operations. Ensuring staffing of on call and desk operations in summer conference areas, maintaining camps and conference key inventory and binders, coordinating staff meetings to ensure all RLCs, HRL Facilities, Maintenance and Custodial and Business Ops staff are working as a unit to prepare buildings for each group, coordinating check in, check out, building walkthroughs, key prep, damage billing, etc for each group and attends regular meetings with Union staff to ensure collaboration and communication.
5. The Assistant Director is responsible for coordinating facility and custodial services for Greek Housing in collaboration with Housing and Residence Life Facilities and Maintenance staff, as well as coordination of educational programs and processes related to fire and life safety for all on-campus fraternities and sororities.
6. Assists department with evaluations, assessment, short and long-range planning, and policy development.
7. Performs other duties as assigned.

Minimum Qualifications

Master's degree from an accredited college or university in Higher Education Administration, Student Development, and/or related field and two years of related experience in a university setting. Knowledge of basic accounting and budgetary principles.

Knowledge, Skills & Abilities

- This position is deemed essential emergency staff and is required to report for storm duty as well as respond to any other emergencies, provide crisis/emergency management and

participates in the year round rotating on-call response program, which includes summer and University breaks and holiday periods.

- Ability to work some nights, weekends as needed and be flexible when necessary.
- Ability to oversee advising a student organization.
- Adept in Microsoft Office
- Ability to define problems, collect data, establish facts, draw valid conclusions and where necessary use mathematics to solve problems.
- Skill in completing assignments accurately and with attention to detail, while maintaining confidentiality as necessary, and following University policies and procedures.
- Ability to analyze, organize, prioritize work and prepare documents, reports and correspondence, while meeting multiple deadlines.
- Ability to communicate (verbal and written) and interact effectively with a diverse group of people for a variety of reasons, to include common inquiries, complaints, and provide quality feedback.
- Exhibit individual initiative and the ability to work independently and also work collaboratively as a member of a team and as a leader of a team, including managing one's own time and the time of others, and planning and delegating as necessary.
- Resourceful and determined to provide a positive experience for others.

Preferred Qualifications

Three to four years of related experience. Experience with RMS, Peoplesoft and any other housing software programs the department utilizes.

About The University of Southern Mississippi

Since our founding in 1910, The University of Southern Mississippi has remained dedicated to preparing students for success. We deliver programs to more than 13,000 students in Hattiesburg and Long Beach, at teaching and research sites across the Mississippi Gulf Coast, as well as online. We are a community-engaged Carnegie R1 university, earning distinction as one of the nation's leading research institutions.

Southern Miss is known for pioneering work in polymer science, ocean science, spectator sports safety and security, and bringing language to children with communication disorders. We are also a national leader in a broad range of disciplines, including cybersecurity, hydrography, nutrition, aquaculture, kinesiology, and economic development, among others.

We produce graduates ready to enter fields that are leading the way in emerging technologies through programs such as computer engineering, information technology, and ocean engineering. We're developing the next generation of business leaders, while also responding to critical workforce shortages by producing skilled professionals in education and nursing. With a tradition of excellence in the arts, we are one of only 36

public institutions in the nation accredited in four major areas of the arts. Home to the Golden Eagles, our student-athletes compete in 17 NCAA Division I sports. With a culture marked by passion and persistence, Southern Miss is delivering graduates who are ready for life. For more information, visit www.usm.edu.

As an Affirmative Action/Equal Employment Opportunity employer/Americans with Disabilities Act institution, The University of Southern Mississippi encourages minorities, women, veterans and persons with disabilities to apply.