

Residence Life Coordinator

The University of Southern Mississippi is currently accepting applications for the position of Residence Life Coordinator.

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	36,068.00 - 36,068.00
Pay Grade	E05
Posting Close Date	Open Until Filled

Job Summary

The Residence Life Coordinator (RLC) position is a full-time, live-in, professional staff member. This position provides leadership and administrative management for the assigned residence hall(s) housing between 240-500 residential students. The RLC is responsible for various duties within the assigned residence hall(s) to include student staff supervision, training, community development, crisis management, student conduct, summer operations, and other departmental/university duties as assigned.

Primary Duties and Responsibilities

1. Oversee the day-to-day operation of a residence hall(s) including staff training and supervision, programming, counseling, discipline, facilities and administrative tasks. Manage building operational functions, such as facility walk-throughs, damage assessment, reporting and billing, maintenance requests, hall openings and closings. Work closely with maintenance and custodial staff members.
2. Supervise, train, evaluate and select one Senior Resident Assistant and Resident Assistant staff that can range from 8-16 in number. Indirectly supervise residence hall Desk Assistant staff members.
3. Direct residence hall programming efforts to offer residential students a diverse range of topics, both social and educational. Oversee a programming budget to include serving as a purchasing card (p-card) holder. Make purchases for the residence hall(s) and other approved departmental purchases within the stated guidelines of the p-card purchasing program. Manage monthly reconciliation of p-card purchases. Manage administrative tasks including budget management, occupancy oversight, use of multiple software platforms (SOAR, Mercury, Maxient and others).
4. Serve as a student conduct hearing officer, including facilitate student conduct meetings, decide responsibility, issue and follow up on sanctions, and maintain records with Maxient. Assist in the resolution of conflicts arising from housing issues brought forth by students, parents, or by referral from the community. Utilize customer service skills via phone, email, and individual contact. Provide emergency response management and support by serving in the on campus RLC duty rotation.
5. Facilitate student connections and referrals to University departments for personal and academic support. Serve on department, institution wide committees and complete assigned projects.
6. Performs other duties as assigned.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Counseling, Student Personnel/Development or a related field and at least one year of experience working in a university setting.

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. Participates in year-round duty rotation including nights, weekends, and holidays to provide support to the residential population working closely with the Counseling Center, UPD and other campus resources.
- Utilizes a personal computer and computer software to include RMS Mercury and MS Office products. Uses a mouse to make selections on a menu or screen. Utilizes a video

projector, photocopy machine, and telephone. Uses standard office equipment such as a stapler, staple remover, and scissors.

- Demonstrates a basic knowledge and skill of maneuvering within a Microsoft Windows environment including Windows-based software applications such as Microsoft Word and Microsoft Excel. Demonstrates proficiency in Microsoft Word, Microsoft Excel, and Microsoft Access for creating reports and documents.
- Demonstrates a basic knowledge and skill of using various Internet browsers to access web sites and using email to send and receive correspondence. Demonstrates proficiency in using search engines and web-based applications for research. Demonstrates a basic knowledge and skill in incorporating software tools and equipment into office procedures.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Has the ability to write reports, business correspondence, and procedure manuals. Is able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Is able to compute rate, ratio, and percent as well as draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Is able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Demonstrates interpersonal skills including social perceptiveness, service orientation, negotiation, instruction and coordination. Is able to promote an inclusive environment. Demonstrates personnel management skills including motivating, developing and directing people. Proficient at both oral and written communication. Also proficient at complex problem solving, inductive and deductive reasoning, and problem sensitivity.

Preferred Qualifications

Master's degree from an accredited college or university in Higher Education Administration, Student Development, and/or related field preferred and 2-3 years of experience in a university setting or 2 years of graduate-level experience in a university setting.

About The University of Southern Mississippi

The University of Southern Mississippi (USM) is a comprehensive public research institution delivering transformative programs on campuses in Hattiesburg and Long Beach, at teaching and research sites across the Mississippi Gulf Coast, as well as online. Founded in 1910, USM is one of only 131 universities in the nation to earn the Carnegie Classification of Institutions of Higher Education's "R1: Doctoral Universities - Very high research activity" designation, and its robust research enterprise includes experts in ocean science and engineering, polymer science and engineering, and large event venue safety and security, among others. USM is also one of only 37 institutions in the nation accredited in theatre, art and design, dance and music. As an economic driver, USM

generates an annual economic impact of more than \$600 million across the state. USM welcomes a diverse student body of more than 14,000, representing 71 countries, all 50 states, and every county in Mississippi. USM students have collected four Truman Scholarships and 37 National Science Foundation Graduate Research Fellowships, while also leading Mississippi with 27 Goldwater Scholarships, an honor that recognizes the next generation of great research scientists. Home to the Golden Eagles, USM competes in 17 Division I sports sponsored by the National Collegiate Athletic Association (NCAA). 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.