VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Live-In Residence Hall Director (Male Hall)</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Student Affairs</td>
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<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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<tr>
<td>RANK OR POSITION AND SALARY RANGE:</td>
<td>Live-In Residence Hall Director — $22,000.00 - $23,000.00 Annually</td>
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BRIEF DESCRIPTION OF RESPONSIBILITIES: The applicant will provide administrative and residential surveillance over assigned residence halls to include counseling of students, maintenance of physical properties, coordination of social and student government activities and enforcement of college rules and regulations. The applicant will also perform other related duties incidental to the work described herein. Specifically, the applicant will train and instruct supportive staff personnel, monitor work performance for accuracy and completeness to ensure compliance with established residential policies and procedures; Plan and conduct regular meeting of students in assigned residence hall; Inspect building to ensure compliance with housekeeping standards of cleanliness and adherence to fire and safety regulations; Interpret and communicate college policies with regard to residence life; Input student data accurately using the Datatel Integrated software system and Establish residence hall records and prepare a variety of reports and analyses as required.

QUALIFICATIONS: The applicant should have good communication skills and be able to work effectively in assisting students and colleagues. Applicant must have a bachelor’s degree. Preference will be given to applicant with at least 2 years experience.

SPECIAL INFORMATION: The applicant must be willing to live on campus inside hall in Director’s apartment. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:

Patricia Pegues, Personnel Coordinator
Rust College
150 Rust Avenue
Holly Springs, MS  38635
Telephone: (662) 252-8000 ext. 4010 (Personnel Office)/Fax Number (662) 252-8863
Email: ppegues@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found
POSTING DATE: September 15, 2015

Rust college is an equal opportunity\affirmative action employer