VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

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

<table>
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<tr>
<th>TITLE: Residence Hall Director</th>
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<td>DEPARTMENT: Student Engagement</td>
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<td>DATE TO BE FILLED: Fall, 2021</td>
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RANK OR POSITION AND SALARY RANGE: Commensurate with Experience

SUMMARY: The primary purpose of the Residence Hall Director (HD) is to support the health, safety and well-being of residential students. Residence Hall Directors are also responsible for the overall student learning and community development in the residence halls. The HD supervises Resident Assistants. The Hall Director facilitates residential students' personal, interpersonal, and intellectual growth. This is a full-time live-in position. There will be some evening and weekend commitments outside of the scheduled hours. This position reports to the Director of Residence Life.

Duties/essential functions may include, but are not limited to, the following:

I. Student Learning and Growth: Residence Hall Directors are responsible for facilitating residential students’ personal success, interpersonal competence, and intellectual fulfillment by implementing Residential Life’s intentional, yearlong educational plan.

II. Community Development: Residence Hall Directors are responsible for developing inclusive living communities that are supportive and respectful of individual differences and rights of others.

III. Supervision: Residence Hall Directors provide leadership to their staff by overseeing the operations of their area and developing individual staff members.

IV. Administrative Tasks: Residence Hall Directors effectively manage information and other resources to enhance the mission of Residential Life.

V. Professional Development: Residential Life is dedicated to providing support and encouragement for individual staff members’ professional development as it relates to the mission and goals of Rust College Residential Life.

QUALIFICATIONS: Bachelor's degree and previous residence life experience is required; Master's degree in college student personnel or higher education administration and supervisory experience is strongly preferred.

SPECIAL INFORMATION: Rust College is an historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college has 650 plus full and part-time students and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, Tennessee. 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, and unofficial transcript(s) to: careers@rustcollege.edu.

Mrs. Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found
POSTING DATE: 08/2021

Rust College is an equal opportunity/affirmative action employer