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>Director of Residence Life</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Student Engagement</td>
</tr>
<tr>
<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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<td>SALARY RANGE:</td>
<td>Depends on Experience</td>
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SUMMARY:

Reporting directly to the Vice President of Student Engagement, this position aims to establish and foster a vibrant on-campus student life and to maintain and manage student HOUSING. It requires significant independent leadership; interpersonal, planning and organizational skills; the ability to organize resources to meet program goals; creativity; and a commitment to student learning and improvement within the framework of a residential community. This position requires the flexibility of work hours, including availability in the evenings and on weekends. The Director has primary responsibility for all facets of residential and student life programming. This position requires you to live on campus in an apartment provided by the institution.

RESPONSIBILITIES:

- Oversee operations of the Residence Life Office (RLO); develop and execute administrative policies and procedures.
- Coordinates a significant portion of residence life programming and policies and plays an integral role in implementing those programs and policies to create a safe and secure living and learning environment, one that supports students' personal, educational, social, and spiritual development.
- Must live on-campus in college-provided housing and be available for on-call emergency response including evenings, weekends, and holidays.
- Monitor all communications to residents from the RLO.
- Serves as the final appeals advisor in student disciplinary procedures regarding incidents in the residence halls. Assists in the development of a comprehensive resident student conduct system. Serves as emergency/urgent duty call recipient for evening and weekend matters associated with Professional Staff on Duty (PSOD) coverage.
- Maintain resident life incident reports and disciplinary records.
- Assign rooms to student residents and maintain resident billing.
- Help monitor safety and security in the residence facilities, student recreation center, and for student events. Recruit/Hire, train, supervise and evaluate Resident Assistants and train Residence Hall Directors.
- Create and execute Greek Life sorority activities that are college appropriate and promote a robust student life community on campus.
- Motivate and engage students by leading student life activities and programming.
- Develops curriculum, coordinates, organizes, and training designed for para-professionals in the residence hall environment, with the assistance of the hall directors.
- Participate in the New Student Orientation program and serve as a member of the student orientation team. Works directly with the Office of Student Success, Admissions Office, Honors College, Athletic Department, and other special interest programs to plan and coordinate the appropriation of rooms to effectively meet their needs.
- Along with the Director of Student Activities, seek to continuously evaluate and enhance student life, programming and activities by soliciting student feedback through vehicles such as surveys and focus groups.
- Serve as a member of College committees as assigned.
- Perform additional duties as assigned and requested by the Vice President of Student Engagement.
- Communicate to parents and students through letters, emails, newsletters and telephone communication. Responds to and trouble-shoots parent and student concerns regarding assignment status and placement. Serves as direct contact for student and parent concerns, which includes attending and presenting at Orientation sessions and other recruitment events.
- Supports staff. Unlocks leadership potential in others. Carries out supervisory responsibilities in a timely, fair, and objective manner.

**REQUIRED QUALIFICATIONS:**

1. A Bachelor's degree from an accredited university in an Education or related discipline with at least one year of experience in residential and student life administration or equivalent.
2. Ability to independently plan and organize activities as well as work effectively as part of a team.
3. Proficiency in Ellucian/Colleague ERP system and MS Office applications.
4. Strong interpersonal, oral and written communication skills.
5. Demonstrated skill to assess and mediate individual and group conflicts that may arise in the residence facilities.
6. Ability to handle crises and emergency situations involving student welfare and safety.
7. Ability to maintain confidential information and interact in sensitive situations in a professional manner.
8. Exercise good judgment, ethical decision making and uphold College policies and procedures, especially as they relate to student residence halls and student life on campus.
9. Ability to establish and maintain cooperative relationships with administrators, staff, faculty and students.
10. Ability to create and execute programs and events in an organized manner with a skillset in building cohesion among the campus community and engaging students.
11. Ability to prepare and monitor budgets.
12. Available evening and weekend hours, depending on the project, event, etc.
13. Ability to supervise and coordinate the work of others.
14. Ability to conduct research in order to keep up with related field(s).
**PREFERRED QUALIFICATIONS:**

1. Master's Degree in Higher Education/Student Personnel or equivalent.
2. Three to five years of progressively responsible leadership experience in residence and student life.
3. Experience adjudicating housing policy violations and sanctions.
4. Supervisory and management experience.
5. Experience with managing budgets.

**Special Information:** 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.

**To Apply:** Submit a resume, a letter of interest, unofficial transcript, if applicable, and three references to include contact information to: careers@rustcollege.edu.

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

**POSTING ENDS:**  
Open Until Filled  

**POSTING DATE:**  
June 29, 2021