

PLEASE POST

PLEASE POST

**RESIDENCE LIFE COMMUNITY LEADER
FEMALE (GOEN) RESIDENCE HALL**

The Mississippi School for Mathematics and Science is a public, residential high school for academically able eleventh and twelfth grade students located on the campus of the Mississippi University for Women.

This is a full-time, live-in position. The main responsibility of the Residence Life Community Leader is to develop a residential environment that is safe and conducive to learning. Community Leaders serve as floor/area leaders and mentors for approximately 30-42 residents. The position requires a candidate who will develop and implement programs, communicate with students, and discipline residents as needed. This position reports to the Hall Director of the building.

Responsibilities include, but are not limited to:

1. Directing, guiding, and supervising students in an assigned living area to ensure personal safety and development of teams.
2. Upholding standards of student conduct and enforcing the MSMS discipline policy.
3. Planning and implementing holistic programming for the overall development and enhancement of the student population.
4. Providing appropriate supervision to students in the residence halls. Interaction is crucial.
5. Ensuring that students adhere to Activities for Daily Living (ADL).
6. Conducting inspections of the students' living quarters.
7. Submitting requested reports in a timely manner (behavioral referrals, accident/incident reports, etc.).
8. Maintaining confidentiality of records and information.
9. Referring to the Duty Book at the start of each shift and documenting any uncommon occurrences during each shift.
10. Being alert for and reporting all maintenance needs.
11. Maintaining clean and orderly personal living quarters.
12. Transporting students to activities and medical appointments.
13. Using the computer to enter student grades and discipline as it relates to residential life.
14. Planning, guiding, and participating in regularly-scheduled staff meetings and communicating needed information to all necessary constituents.
15. Participating in staff duty rotation as assigned, carrying out assigned duties, and performing other duties as required.
16. Serving on various committees as assigned or requested.

Minimum Requirements:

The successful candidate will have/exhibit:

1. Bachelor's degree. Degrees in Student Personnel, Counseling, Education, Psychology, or related fields are preferred. Experience in residence life or residence hall associations (IRCH/RHA) will be considered if degree is in an unrelated area.
2. Valid Mississippi Commercial Driver's License (or be willing/able to acquire).
3. Demonstrated maturity and a proven record of exhibiting effective communication and human relations skills.
4. Knowledge of adolescent development.
5. Basic knowledge of a personal computer.
6. First Aid/CPR certification (or be willing to acquire).
7. Good habits of personal hygiene and grooming
8. Professional attitude and pleasant personality.

9. Effective oral and written communications skills.
10. Strong work ethic, sense of responsibility, and commitment to excellence in education.

Terms of Employment:

1. Employment begins when the position is filled and is predicated upon successful completion of a criminal background check and fingerprinting
2. This is a 10-month position with possible summer options, depending upon funding for summer programming.
3. This position routinely requires the CL to work various shifts and some weekends. These times are subject to change according to the needs of MSMS.
4. MSMS reserves the right to change, add, or reassign job duties or combine positions, or portions thereof, at any time. This job description is not an employment agreement or contract.
5. The comprehensive benefits package, worth approximately \$12,000, includes housing meals, all utilities, cable TV, local phone service, internet connectivity, and full state employee benefits.
6. The annual salary is \$18,500.00 and is based on the established position scale.

Applications will be accepted until all positions are filled. All applications will be acknowledged, but only selected candidates will be interviewed. Application materials are available for download from <http://www.themsms.org> or by contacting:

Mr. Rick Smith, Director for Student Affairs
Mississippi School for Mathematics and Science
1100 College Street, W-1627
Columbus, MS 39701
rsmith@themsms.org
662-329-7679

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER