Residence Life Coordinator

Job Description

DIVISION/DEPARTMENT: Residence Life	**DATE TO BE FILLED:** Immediately
SALARY: Commensurate with experience	

RESPONSIBILITIES

- Select, train, supervise, and evaluate the student staff, which includes resident assistants and residence life facilities assistants
- Supervise student staff in the planning, implementation, and evaluation of their programming efforts, community building, and policy enforcement
- Provide guidance and support to student staff through consistent group and individual contact meetings
- Provide feedback to student staff concerning community development and programming efforts through attendance and observation of programs.
- Facilitate the development, implementation, and evaluation of policies within the halls through involvement at both housing/residence life and campus-wide levels.
- Manages operational functions for residence halls such as building walkthroughs, damage assessment, room inspections, reporting and billing, maintenance requests, hall openings and closings, and other administrative tasks.
- Be available to students regularly via office hours and during assigned on-call hours.
- Inventory and audit keys throughout the academic year.
- Manage the programming budget for the residential hall.
- Proactively promote an environment in which students develop as responsible and engaged members of their residential community and understand the expectations for student conduct.
- Investigate residential low-level conduct hearings, and determine responsibility and sanctions for students involved in the conduct process as directed by the Director of Residence Life
- The coordinator is expected to be on campus and available to residents daily
- The coordinator is expected to make their employment with Rust College the primary
- responsibility
- Perform on-call duty as designated throughout the academic and summer terms.
- Maintain a positive working relationship with Rust College Campus Police and judicial affairs.
- Maintain proper documentation of security and safety incidents and report these incidents as required.
- Maintain awareness of potential security and safety issues on the campus and in the residence halls
- Performs other duties as assigned

QUALIFICATIONS

- Bachelor's degree is required with undergraduate experience in residence life, student life administration, or student leadership. Master's degree is highly preferred in Student Affairs, Higher Education Leadership, Counseling, or a related field.
- Must be proficient in using Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills required with the ability to effectively interact and communicate with all levels within the organization.
- Ability to be discreet in handling confidential and proprietary information appropriately.
- Proven track record of reliability, responsibility, and integrity.
- Strong organizational and planning skills and ability to be detail oriented.

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.

ABOUT US

Rust College is a 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 faculty, staff, and students have diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfilling the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(***Please put the job title in the subject line; you may attach your materials as Word or PDF documents.***)

Mrs. Angela Williams, Associate VP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:	**Posting Date:**
Open Until Qualified Applicant is Found	5/2025