



# TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

## NOTICE OF JOB OPENING

### Residential Life Coordinator

#### Position Summary:

The Residential Life Coordinator is a full-time, 10-month, live-in professional staff member. The Residential Life Coordinator (RLC) reports to the Director of Residential Life and supervises one residential facility serving approximately 100-150 residents plus staff. The RLC is responsible for (1) all areas pertaining to programming in the residence halls, (2) selection and training of Resident Assistants, (3) move-in and move-out, (4) summer camps, (5) student conduct issues pertaining to residential life, (6) conducting monthly building inspections, and (7) other related duties as assigned. The candidate must be willing when assigned to be on call weekends, nights, and some holidays.

This is a live-on-campus position with a furnished apartment. All utilities and Wi-Fi are included in the compensation package, as is a meal plan for on-campus dining.

#### Responsibilities:

Provide timely and effective oversight of the students living in student housing, which includes, but is not limited to, the following responsibilities:

- Report to work on time for assigned shift to ensure security and safety oversight of students and student housing.
- Ensure that students living in student housing comply with Student Housing and Tougaloo College guidelines, procedures, regulations, and/or policies
- Respond effectively and appropriately to all violations of Tougaloo College policy by residents and take appropriate action.
- Ensure that a hazard-free environment is maintained for the welfare and safety of the Tougaloo College housing population (students, authorized guests, and/or staff).
- Maintain and update files of housing students, as assigned and/or required.
- Assist in student activities and events as needed.
- Ensure adherence and compliance with Tougaloo College confidentiality requirements and the Code of Ethics.
- Provide emergency coverage of a different work shift, as needed,
- Identify, document, and submit work orders for individual rooms or common areas of the Residence Hall.
- Track and provide follow-up for Residence Life work orders submitted by staff.

Provide oversight of the Residential Assistants and Residential Assistant Program, which includes, but is not limited to, the following responsibilities:

- Assist the Director of Residential Life with training the Residential Assistants.
- Maintain accurate and timely records and accounts of funds and supplies utilized in the Residential Assistant program.
- Responsible for planning and implementing monthly room inspections.
- Prepare and submit housing reports as required by the Director of Residential Life.

**Required Experience/Knowledge/Skills:**

The candidate must have a bachelor's degree and experience working in student housing or higher education. Good oral and written communication skills are required. Candidate must have a working knowledge of Microsoft Office.

**Date of Position Opening:**

**December 12, 2023**

**Application Deadline:**

**Until position filled**

**Salary:**

**Commensurate with experience**

**Job Listings:**

**<https://www.tougaloo.edu/about-tougaloo-college/jobs>**

**\*Email App/Resume/Cover Letter to:**

**[TougalooCareers@tougaloo.edu](mailto:TougalooCareers@tougaloo.edu)**

**Physical Address:**

**Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

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