TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Director of Residential Life

Position Summary:

The Office of Student Affairs is seeking an experienced leader to serve as Director of Residential Life. The director is expected to maintain a housing database (approximately 670 residents), make housing assignments for residents, coordinate the annual move-in process, room transfers, control of keys, and maintain appropriate records and files for all business handled in the department. The position is full-time, 12-month position with some evening and weekend work required.

Experience/Qualifications:

The candidate must possess the knowledge, understanding, and strategic insight into new and major trends in student life, student development, and the necessary tools to ensure a positive residential experience. The director will plan and implement all staff training and in-service meetings; and provide guidance and instruction for resident assistant staff. He/She will work with facilities management and custodial staff to identify facility issues and follow-up to see that these issues are resolved. In the area of Programming and Community Development, the director will work with departmental and campus faculty/staff to assess student interests/needs and plan and evaluate educational programs; and ensure that staff interact with students and provide community-building activities regularly. Further, the director will organize living arrangements so that students live in close physical proximity which increases the opportunities for out-of-class interactions and supplementary learning opportunities. He/She will incorporate active and collaborative learning community activities and promote student engagement in co-curricular activities to increase student development and retention.

Candidate must have a Master’s Degree in Student Affairs or a related field and 3-5 years of experience working in student housing. Good oral and written communication skills are required. Candidate must have a working knowledge of Windows 7 and Microsoft Office.

Date of Position Opening: September 9, 2016
Application Deadline: September 23, 2016
Salary: Negotiable
Mail Documents to:
Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

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.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

HR/02/09/15