

NOTICE OF POSITION OPENING

Assistant Director of Residential Life & Housing

GENERAL DESCRIPTION OF POSITION:

The Assistant Director of Residential Life & Housing is a full-time, 12-month, live-in professional staff member who reports to the Executive Director of Residential Life & Housing. The Assistant Director provides leadership for the residential education and community-development functions of the department, with primary responsibility for overseeing Residential Life programming and the training, development, and day-to-day professional support of Residential Life Coordinators. In addition to department-wide Assistant Director responsibilities, the position will serve concurrently as the Residential Life Coordinator for an assigned residence hall and will reside in that community. The Assistant Director is directly responsible for the day-to-day residential life operations, student support, staff oversight, programming, policy enforcement, safety, and community development of the assigned residence hall. The position assists the Executive Director with implementation of departmental goals, staff supervision, student development, policy enforcement, crisis response, assessment, and the effective operation of the residential community. The Assistant Director works collaboratively with campus partners to foster safe, engaging, inclusive, and student-centered living-learning environments and must be available for evening, weekend, and emergency responsibilities as needed.

ESSENTIAL RESPONSIBILITIES:

Residential Life Programming and Community Development

- Provide leadership, direction, and oversight for the department's residential programming and community-development model.
- Develop and maintain a departmental programming calendar that supports student engagement, belonging, academic success, personal development, wellness, and retention.
- Establish programming expectations, standards, learning outcomes, and assessment practices for Residential Life Coordinators and student staff.
- Review, approve, monitor, and evaluate residence hall programs to ensure quality, consistency, appropriate use of resources, and alignment with departmental and College goals.
- Use student feedback, participation data, surveys, and other assessment methods to identify resident needs and improve programming.
- Collaborate with faculty, staff, Student Affairs units, and other campus departments to develop educational, social, cultural, wellness, and community-building initiatives within the residence halls.
- Promote a living-learning environment in which residents demonstrate self-responsibility, respect for others, and active participation in the campus community.

Coordinator Training, Supervision, and Staff Development

- Provide direct supervision, coaching, accountability, and professional development for Residential Life Coordinators as assigned by the Executive Director.
- Lead the planning, development, implementation, and assessment of initial and ongoing training for Residential Life Coordinators.
- Coordinate with Residential Life Coordinators to ensure consistent training and development of Resident Assistants, Senior Resident Assistants, Desk Assistants, Graduate Assistants, and other student staff.
- Develop and facilitate training sessions, in-service programs, scenario-based exercises, policy reviews, and continuing education related to student development, crisis response, conflict resolution, conduct, documentation, programming, customer service, safety, and departmental procedures.
- Hold regular individual and team meetings with Residential Life Coordinators to review performance, building operations, student concerns, programming, staffing, and professional development needs.
- Assist the Executive Director with staff recruitment, selection, onboarding, written expectations, performance management, and performance appraisals.
- Monitor staff performance and documentation, provide timely feedback, and elevate significant personnel or operational concerns to the Executive Director.
- Promote consistent implementation of Residential Life & Housing policies, procedures, expectations, and standards across all residential communities.

Student Support, Conduct, and Crisis Response

- Support Residential Life Coordinators in responding to student concerns, roommate conflicts, behavioral issues, emergencies, and other residential incidents.
- Ensure timely and appropriate response to violations of College and Residential Life & Housing policies and maintain appropriate documentation and follow-up.
- Meet with students as appropriate regarding residential concerns and refer students to campus resources for academic, personal, health, wellness, or other support needs.
- Participate in the professional staff on-call/duty rotation and provide leadership during emergencies and critical incidents.
- Keep the Executive Director informed of significant conduct, safety, staffing, or student welfare concerns.

Assigned Residence Hall / Residential Life Coordinator Responsibilities

- Serve concurrently as the Residential Life Coordinator for an assigned residence hall and reside within the assigned residential community.
- Provide direct oversight and management of the assigned residence hall, including daily operations, resident concerns, community standards, programming, safety, and staff accountability.
- Supervise, train, support, and evaluate the Resident Assistants, Senior Resident Assistants, Desk Assistants, Graduate Assistants, and/or other student staff assigned to the residence hall, as applicable.
- Maintain regular visibility and availability within the assigned residence hall and establish positive working relationships with residents and student staff.
- Ensure residents and guests comply with College and Residential Life & Housing policies and respond appropriately to incidents, policy violations, conflicts, and emergencies.
- Plan, support, and assess educational, social, and community-building programs within the assigned residence hall in accordance with departmental programming expectations.
- Coordinate and monitor residence hall administrative functions, including room inspections, key accountability, front desk operations, resident documentation, reports, opening/closing procedures, and assigned housing processes.
- Identify facility and safety concerns, submit and monitor work orders, and follow up with appropriate campus partners to support a safe and well-maintained residential environment.
- Model the standards and expectations established for Residential Life Coordinators while providing department-wide leadership, training, and support to the Coordinator team.

Residential Operations and Administration

- Assist the Executive Director in the overall planning and implementation of Residential Life & Housing operations, including opening, closing, move-in, move-out, room changes, inspections, and other major departmental processes.
- Monitor residence hall operations and work with Residential Life Coordinators to ensure accurate records, timely reports, effective front desk operations, key accountability, and compliance with departmental procedures.
- Review coordinator reports and provide the Executive Director with regular updates regarding programming, staffing, student concerns, conduct, facilities, and other residential trends.
- Assist with monthly health and safety inspections, emergency preparedness activities, fire/evacuation drills, and other safety initiatives.
- Work collaboratively with Facilities Management, Custodial Services, Campus Safety, and other partners to identify and follow up on residence hall concerns and work orders.
- Assist with summer housing, camps, conferences, and special residential programs as assigned.
- Maintain confidentiality and comply with FERPA, College policies, professional ethics, and applicable departmental standards.
- Serve on departmental, divisional, and College committees and represent Residential Life & Housing as assigned.
- Perform other duties as assigned by the Executive Director of Residential Life & Housing.

REQUIRED EXPERIENCE AND EDUCATION:

Bachelor's degree or higher in Higher Education Administration, Student Affairs, College Student Personnel, Counseling, Education, Psychology, Sociology, or a related field is required. A minimum of three (3) years of professional experience in residential life/housing or student affairs is required, including demonstrated experience with staff supervision, training, student development, programming, conduct, and crisis response. Experience supervising professional or graduate-level staff is strongly preferred. Must possess a current and valid driver's license, maintain a satisfactory driving record, and successfully complete required background screening.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of residential education, student development, community development, and current trends in college student housing.
- Demonstrated ability to design, facilitate, and assess professional staff training and residential programming.
- Strong supervisory, coaching, organizational, and performance-management skills.
- Knowledge of conflict resolution, student conduct, crisis management, basic helping skills, and appropriate referral practices.
- Ability to communicate clearly and effectively, both verbally and in writing, and to prepare accurate reports, training materials, and documentation.
- Ability to exercise sound judgment, maintain confidentiality, and respond calmly and appropriately in emergencies, or high-pressure situations.
- Ability to work effectively with students, families, professional staff, student employees, faculty, and campus partners from diverse backgrounds.
- Strong computer skills, including Microsoft Office and the ability to learn and use housing, scheduling, reporting, and student information systems.
- Ability to organize multiple priorities, anticipate problems, follow through on assignments, and complete projects with moderate supervision.
- Commitment to professional ethics, student-centered service, accountability, and the mission of Tougaloo College.

WORKING CONDITIONS:

- Must be able to work a flexible schedule, including evenings, weekends, peak housing periods, and emergency response as needed.
- Must be available to participate in an on-call/duty rotation.
- Ability to sit, stand, and/or walk for extended periods of time and regularly move throughout residence hall facilities.
- Ability to move and/or maneuver items weighing up to 30 pounds as needed in a residential setting.
- Position may be exposed to dust, paint fumes, and/or particulates typically found in residential facilities.
- Must reside in the assigned residence hall in college-provided housing as a condition of employment.

Date of Position Opening:

10/09/2026

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

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.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER