



TOUGALOO COLLEGE

Tougaloo, MS 39174

NOTICE OF JOB OPENING

Executive Director of Residential Life & Housing

Position Summary:

The Executive Director of Residential Life & Housing is a full-time, 12-month, professional staff member responsible for the overall administration of the Department of Residential Life & Housing (750 residents plus staff). He/she works in the Division of Enrollment Management & Student Services and must be willing to work a flexible schedule (after hours and on weekends) and reside on campus.

Essential Responsibilities:

Provides timely and effective oversight of the residential living including Supervision of Professional and Paraprofessional Staff which includes but is not limited to the following responsibilities:

- Coordinate the housing of students including move in, room assignments & transfers, room inventory, key control, and fee assessment.
- Select, train, and supervise all personnel. Provide written expectations, standard operating procedures, and conduct performance appraisals.
- Develop and implement on-going training for all staff. Hold regular one-one-one meetings and overall staff meetings.
- Ensure that students living in student housing comply with the Code of Conduct in the Student Handbook. Take appropriate action for all violations of college policy.
- Advise and refer students regarding academic, personal, and mental health issues.
- Develop and maintain working knowledge of campus resources.
- Coordinate all housing arrangements for summer programs/camps for special groups and events.

Provides oversight over the Programming and Community Development of residents:

- Organize living arrangements so that students live in close physical proximity which increases the opportunities for out-of-class interactions and supplementary learning opportunities.
- Incorporate active and collaborative learning communities' activities and promote student engagement in complementary co-curricular activities to increase student development and retention.
- Work in collaboration with faculty, staff and departments to develop appropriate learning communities within the residence hall.
- Provide a calendar of events to promote student success and retention.
- Conduct departmental and individual assessment of student interests/needs and evaluate all programs.
- Monitor staff role in fostering an atmosphere where students exhibit self-responsibility and respect the rights of others.

Provides oversight of the upkeep and maintenance of the Residence Halls:

- Maintain and improve the living conditions of the residence hall, in conjunction with Facilities and Real Property Management. Complete required work orders for student rooms and common area and track progress to ensure completion.
- Work in conjunction with contractors/departments to ensure all equipment is functioning properly (laundry room, fire and safety equipment, surveillance cameras, etc).
- Conduct Health and Safety inspection in conjunction with coordinators monthly.

Administrative Duties:

- Perform all necessary administrative duties for proper functioning, such as maintaining housing database, communicating housing assignments for residents, maintaining appropriate records and files for all business handled in department.
- Complete all paperwork in an accurate, thorough, and timely manner.
- Organize work and responsibilities, anticipate problems, set priorities, and follow up with monthly reports.
- Be punctual and attend required meetings.
- Oversee assigned budget.
- Maintain an efficient day-to-day office operation.
- Serve on department, division, and college committees as needed.
- Participate in professional associations by attending conferences, serving on committees, presenting programs, & submitting articles for publication.
- Be available and visible to students (in office, at hall activities, etc.).

WORKING CONDITIONS:

- Ability to work on a flexible schedule and respond in cases of emergencies.
- Ability to sit, stand, and/or walk for extended periods of time.
- Ability to move and/or maneuver items weighing up to 30 pounds.
- Position may be exposed to dust, paint fumes, and/or particulates typically found in a residential setting.
- Must reside on campus.

Required Experience/Knowledge/Skills:

Candidate must have a Master's Degree in Counseling, College Student Personnel, Higher Education Administration, Student Affairs Administration, or related field is required. Minimum of 5-7 years of experience working is required at the professional housing level, i.e. assistant or associate with demonstrated experience to various facets of residence life such as budgeting, student conduct, residence hall administration, student development, programming, and supervision. Good oral and written communication skills are required. Candidate must have a working knowledge of Windows 7, Microsoft Office, and Jenzabar/J1 Web. Must have a current and valid driver's license. Must have a clean driving record and must have a satisfactory background check.

- Demonstrated knowledge of support resources in the field of student relations.
- Demonstrated knowledge of current trends in student housing and related programming
- Demonstrated knowledge of and/or background of basic principles and techniques of conflict resolution.
- Must be able and willing to address and resolve conflicts/disagreements/housing violations in a constructive manner.
- Knowledge of basic counseling skills and crisis management response.
- Ability to communicate clearly and effectively both verbally and written to collect, exchange, and provide information in an accurate and timely manner.
- Must have computer knowledge/skills to use internal room scheduling system.
- Demonstrate flexibility regarding work hours and be available in case of changes in shift schedule or to assist with emergencies as needed.
- Demonstrate willingness and physical ability/capability to move/maneuver items (e.g. furniture), to assist with cleaning Residence Hall rooms and housing apartments, as needed.
- Ability to communicate clearly and effectively with individuals of diverse ages, cultures, and races.
- Must have ability to interact and successfully work with college students as related to job duties.
- Ability to interact and successfully work with staff and faculty and network with appropriate campus resources.
- Adhere to appropriate standards of conduct and ethics including confidentiality (FERPA).
- Ability to work with moderate supervision, begin and complete projects independently and in a timely manner, and develop and complete projects as needed.

Date of Position Opening: August 28, 2025
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.

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