



TOUGALOO COLLEGE

Tougaloo, MS 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 is responsible for the supervision of one residential facility serving approximately 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 to be on call during weekends, nights, and some holidays. This is a live-in campus position with a furnished apartment. All utilities, washer/dryer, cable TV, internet, and Wi-Fi are included in the compensation package, as is a meal plan for on-campus dining.

Essential 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, in order to ensure there is 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's confidentiality requirements and 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.

The Residential Life Coordinator is responsible for enforcing all Residence Life and College policies. In doing so, the Residential Life Coordinator is expected to:

- Encourage all residents to consistently uphold both college and residence life policies.
- Meet with students in a timely manner to discuss an incident
- Keep the Executive Director of Residential Life & Housing informed of conduct issues; forward all conduct files to the Executive Director of Residential Life & Housing.

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

- Assist the Executive Director of Residential Life & Housing with training the Residential Assistants and Desk Assistants.

- Maintain accurate and timely records and accounts of materials and supplies utilized in the residence halls.
- Responsible for planning and implementing monthly room inspections.
- Prepare and submit housing reports as required by the Executive Director of Residential Life & Housing.

The Residential Life Coordinator is expected to promote individual and group development through the implementation of programs. In promoting a sense of community and a learning atmosphere, the Residential Life Coordinator is expected to:

- Encourage all residents to attend and host a variety of social and educational programs.
- Implement surveys to assess student interests/needs, plan and evaluate programs.
- Encourage all residents to interact with students and provide community-building activities regularly.
- Encourage all residents to attend all on-campus programs, events, and/or activities that are hosted by other departments.
- Encourage the student staff to foster an atmosphere where their peers exhibit self-responsibility and respect the rights of others.

Provide oversight of Student Housing's summer conference activities, which include, but are not limited to, the following responsibilities:

- Ensure all summer or conference guests are provided with the highest level of courteous and professional customer service.
- Respond to summer conference guests' requests in a timely and accurate manner.
- Perform other related tasks essential to this function, as assigned.
- Attend regular staff meetings with Student Services staff as requested.

Required Experience/Knowledge/Skills: Candidate must have an Associate's Degree and 3-5 years of experience working in student housing and/or summer camps, as well as strong customer service/interpersonal skills. Good oral and written communication skills are required. Candidate must have a working knowledge of the latest version of Windows and Microsoft Office.

Date of Position Opening:	June 25, 2025
Application Deadline:	Until position filled
Salary:	Commensurate with experience
Job Listings:	<u>https://www.tougaloo.edu/about-tougaloo-college/jobs</u>
**Email App/Resume/Cover Letter to:	<u>TougalooCareers@tougaloo.edu</u>
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