



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: 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.

Benefits:

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.

Experience/Qualifications:

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 3, 2021

Application Deadline: Until Filled

Salary: Commensurate with experience

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