



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Part-Time Residential Life Coordinator (POOL)

Position Summary:

- The Part-Time Residential Life Coordinator is a 10-month, 20 hours per week, overnight (11:00 p.m. – 7:00 a.m.) and weekends, professional staff member. The part-time Coordinator reports to the Director of Residential Life and is responsible for the supervision of a residential hall and its residents; assists students with the development of a living/learning environment that contributes to their intellectual, interpersonal, physical, and spiritual development; and performs other related duties as assigned.

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: Ongoing

Application Deadline: Ongoing

Wage: \$9.00 per hour

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

E-mail Documents to: TougalooCareers@tougaloo.edu
Please include the position you are applying for in the "Subject" line of your e-mail.

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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