



POSITION ANNOUNCEMENT

Position: Head Resident-New Women's Residence Hall

Job Description: Southwest Mississippi Community College has an opening for a Head Resident in the New Women's Residence Hall. The head residents are student advocates who administer the units: Check-in and Check-out, maintenance and housekeeping reporting, enforcing regulations and facilitating activities. Head residents will comply with all policies, procedures, and conditions printed in the current edition of the Southwest Mississippi Community College Student Handbook, the Housing Reservation Application, the College Catalog, the Employee Handbook, the Acknowledgement of Confidentiality in Working with Students Agreement and the written and verbal expectations provided by the Director of Student Activities and Housing and the Vice-President for Student Affairs. The Head Resident reports directly to the Director of Student Activities and Housing.

Duties and Responsibilities: Include but are not limited to:

- Will always be available/in contact with the Director of Student Activities and Housing either by phone in the resident hall, email, or cell phone. The head resident maintains a good working relationship with housekeeping, campus police, housing, and the office of the Vice-President for Student Affairs.
- Responsible for the upkeep of the building by cleaning common areas on a daily basis and the resident rooms when vacated.
- Communicates with all residents to establish friendly relations.
- Will make their presence known and be in residence hall and should be available during weekends. The employee should remain in the residence hall and respond as directed during times of crisis e.g. hurricanes, tropical storms etc.
- Conducts inspections each week to make sure rooms are clean
- Responsible for submitting maintenance/housekeeping request forms
- During the summer, duties will include cleaning, painting and other requirements to maintain the building, along with working with camps housed on our campus.

Rate of Pay: Based on education & experience

Hours: 8:00 a.m. – 4:30 p.m. and every other weekend

Qualifications & Experience:

Preferred: Bachelor's Degree in Student Activities, Counseling, Coaching & Teaching, Physical Education with 1 year of teaching experience in community college, high school, or elementary school.

Required: AA or AAS from a Mississippi Community College with 2 years of work experience.

Contact: Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: hr@smcc.edu. <https://www.smcc.edu/wp-content/uploads/Staff-Application.pdf>

Application Deadline: Sunday, June 15, 2025. Failure to include requested application information will preclude applicant from consideration of position.

Nondiscrimination Statement:

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.