

PLEASE POST

August 2020

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**RESIDENT ASSISTANT(RA)
FRAZER RESIDENCE HALL**

The Mississippi School for Mathematics and Science is a public, residential high school for academically able eleventh and twelfth grade students located on the campus of the Mississippi University for Women.

When a prospective college student accepts a position as a RA at MSMS, certain responsibilities are expected to be fulfilled. The focus of these responsibilities is on the students. The RA should be available to the students in order to respond to their needs, provide support and encouragement, and report any problems that may require follow-up. Maximum presence in the living unit during the evening has proven a must for a successfully operated hall program and establishment of rapport with students.

This is a live-in position. RAs serve as floor/area leaders and mentors for approximately 30-35 residents. The position requires a candidate who will develop and implement programs, counsel with students, and discipline residents as needed. This position reports to the Hall Directors and the assigned Assistant Hall Director of the building.

Responsibilities include, but are not limited to:

1. Responsible for directing, guiding, and supervising students in an assigned living area to ensure personal safety and development of learns.
2. Upholding standards of student conduct and enforcing the MSMS discipline policy.
3. Implementing holistic programming for the overall development and enhancement of the student population.
4. Participating in staff duty rotation as assigned, carrying out assigned duties, and performing other duties as required.
5. Participating in regular staff meetings and communicating needed information to all necessary constituents.
6. Attending all training workshops.
7. Must be present during student orientation week and assist with activities.
8. Return before the residence hall opens following all vacation periods and remain until the wing is vacated or clearance is received from the Hall Supervisor.
9. Must be in the residence hall and/or your wing on duty nights.
10. Staffing the hall office (this is the focal point of all hall related activity).

MINIMUM REQUIREMENTS

The successful candidate will exhibit maturity and have a proven record of exhibiting effective communication and human relations skills. Basic computer skills and a cell phone are required.

TERMS OF EMPLOYMENT

1. This is a 10 month position with possible summer option dependent upon funding for summer programming.
2. Benefits include housing and meals, all utilities, cable TV, local phone service, and internet connection.

Resumes and cover letters will be accepted until all positions are filled. All submissions will be acknowledged, but only selected candidates will be interviewed.

Interested applicants should submit via e-mail or regular mail: Resume (Includes: names, addresses, and telephone numbers of 3 references) and cover letter to:

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