



PLEASE POST

NOVEMBER, 2020

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**ANNOUNCEMENT OF VACANCY
ASSISTANT HALL DIRECTOR (FRAZER HALL)**

The Mississippi School for Mathematics and Science is accepting applications for the position of Assistant Hall Director (Frazer Hall). This is a full-time, live-in position. The main responsibility of the Residence Life Assistant Hall Director is to maintain a residential environment that is safe and conducive to learning.

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

- Direct, guide, and supervise students and professional staff in an assigned living area.
- Provide oversight in one of three focus areas: Work Service, Programming, or Wellness.
- Ensure the safety and well-being of MSMS students.
- Transport students to activities and medical appointments.
- Participate in staff duty rotation as assigned and carry out assigned duties

DESIRED SKILLS/CHARACTERISTICS

- Excellent interpersonal skills
- Effective communication skills (oral and written)
- Strong work ethic and responsible
- Basic computer skills (i.e. experience working with databases, Microsoft Office, social media, etc.)
- Maturity and professional attitude
- Organized
- Self-Motivated

MINIMUM REQUIREMENTS

1. Associate's Degree (Bachelor's degree preferred)
2. *A valid Mississippi Class B Commercial Driver's License with a P & S endorsement is required. This license can be acquired after employment begins.*

POSITION DETAILS

1. Beginning salary: \$20,500
2. 10-month position
3. Comprehensive benefits package; includes housing, meals, all utilities, cable TV, local phone service, internet connectivity, and full state employee benefits.

Application can be made by submitting a resume and cover letter to amoore@themsms.org. The position will remain open until the position is filled. All applicants will be acknowledged but only selected candidates will be invited for an interview. For more information, visit www.themsms.org/employment or contact:

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