



PLEASE POST

DECEMBER, 2020

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**ANNOUNCEMENT OF VACANCY
RESIDENT ASSISTANT**

The Mississippi School for Mathematics and Science is accepting applications for the position of Resident Assistant (RA). 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.

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

- Supervise students in an assigned living area to ensure personal safety and holistic development.
- Develop and implement programs, counsel with students, and discipline residents as needed.
- Participate in staff duty rotation as assigned, and carrying out duties
- Perform other duties as required.

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

The successful candidate will exhibit maturity and have a proven record of exhibiting effective communication and human relations skills.

POSITION DETAILS

1. 10-month position
2. Comprehensive benefits package; includes housing, meals, flex dollars, all utilities, cable TV, local phone service, and internet connectivity.

Application can be made by submitting a resume and cover letter to nfoote@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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THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.