



PLEASE POST

MAY, 2021

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**ANNOUNCEMENT OF VACANCY  
ASSISTANT HALL DIRECTOR**

The Mississippi School for Mathematics and Science is accepting applications for the position of Assistant Hall Director. 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](mailto: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](http://www.themsms.org/employment) or contact:

Amber Lynn Moore, Senior Executive Assistant  
Mississippi School for Mathematics and Science  
1100 College Street, MUW-1627  
Columbus, MS 39701  
[amoore@themsms.org](mailto:amoore@themsms.org)  
(662) 329-7674

**THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.**

*An Opportunity for Excellence*