



PLEASE POST

JULY, 2021

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**ANNOUNCEMENT OF VACANCY
HALL DIRECTOR—FRAZER HALL**

The Mississippi School for Mathematics and Science is accepting applications for the position of Hall Director for Frazer Hall. This is a full-time, live-in position. The main responsibility of the Residence Hall Director is to develop and 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

- Manage the daily operations of the residence hall.
- Provide direct supervision to both professional staff and resident assistants.
- Oversee residential programming efforts.
- Ensure safety and well-being of MSMS students.
- Serve on various committees as assigned or requested.

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. Bachelor's Degree. Degrees in Student Personnel, Counseling, Education, Psychology, or related fields are preferred. Experience in residence life or residence hall associations (IRCH/RHA) will be considered if degree is in an unrelated area.
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.*
3. Extensive experience working with adolescents.
4. Supervisory experience.

POSITION DETAILS

1. Initial salary: \$30,000
2. 11-month position with the possibility of summer options, depending on funding for summer programming.
3. Comprehensive benefits package estimated at \$12,000; 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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