



## **Assistant Hall Director – Frazer Hall**

The Mississippi School for Mathematics and Science, one of the top high schools in America, is a public, residential high school for academically talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women, Columbus, Mississippi.

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. Frazer Hall houses male residents.

### **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

### **MINIMUM REQUIREMENTS**

- Associate's degree (Bachelor's degree preferred) or Related Work Experience
- A valid Mississippi Class B Commercial Driver's License with a P & S endorsement is required. This license can be acquired after employment begins
- Successful completion of pre-employment drug and alcohol test
- Certification in First Aid and CPR for all age groups transported
- Clear criminal background check and child abuse registry check

### **POSITION DETAILS**

1. Salary: \$22,727
2. 10.5-month position
3. The starting date will be **July 17, 2025**
4. Comprehensive (non-cash) benefits (valued at approximately \$15,000) include year-round housing, meals, all utilities, internet connectivity, and full-state employee benefits

Applications will be accepted until the position is filled. All applications will be acknowledged but only selected candidates will be interviewed. Application review will begin **June 18, 2025**.

To apply for this position, submit a completed application, cover letter, and resume to [hr@themsms.org](mailto:hr@themsms.org).

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

*An Opportunity for Excellence*