



ANNOUNCEMENT OF OPENING – January 1, 2027
RESIDENT ASSISTANT
MALE (FRAZER) AND FEMALE (GOEN) RESIDENCE HALLS

The Mississippi School for Mathematics and Science is a public, residential high school for academically able eleventh and twelfth grade students located on the campus of the Mississippi University for Women.

When a prospective college student accepts a position as an RA at MSMS, certain responsibilities are expected to be fulfilled. The focus of these responsibilities is on the students. The RA needs to be available to the students in order to respond to their needs, provide support and encouragement, and report any problems that may require follow-up. Maximum presence in the living unit during the evening has proven a must for a successfully operated hall program and establishment of rapport with students.

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 students, and discipline residents as needed. This position reports to the Hall Directors and the assigned Community Leader of the building.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for directing, guiding, and supervising students in an assigned living area to ensure personal safety and development of learners.
- Upholding standards of student conduct and enforcing the MSMS discipline policy.
- Implementing holistic programming for the overall development and enhancement of the student population.
- Participating in staff duty rotation as assigned, carrying out assigned duties, and performing other duties as required.
- Participating in regular staff meetings and communicating needed information to all necessary constituents.
- Attending all training workshops.
- Must be present during student orientation week and assist with activities.
- Return before the residence hall opens following all vacation periods and remain until the wing is vacated or clearance is received from the Hall Supervisor.
- Must be in the residence hall and/or your wing on duty nights.
- Staffing the hall office (this is the focal point of all hall related activity).
- Must be enrolled in six or more college hours per semester excluding summer semester.

MINIMUM REQUIREMENTS

The successful candidate will exhibit maturity and have a proven record of exhibiting effective communication and human relations skills. Basic computer skills and a cell phone are required.

TERMS OF EMPLOYMENT

- This is a 10 month position with possible summer option dependent upon funding for summer programming.
- This is not a paying position. Benefits are to include housing and meals, all utilities, and internet connection.
- Required to serve as facilitator for Saturday School and Tutorials. These times will be rotated between all RA's. The RA will earn \$15.00 an hour for the time served. The RA will serve as facilitator for Saturday School on the weekend he/she is not working in the residence hall, and the RA will serve Tutorials when he/she is not on duty.
- Additional opportunities to serve and receive pay will be available as needed and shared with the staff when they come open.
- Cannot have second job with MUW but allowed second job with an off campus company.

Routinely, this position requires the RA to work two days a week and every other weekend. These times are subject to change according to the needs of MSMS.

MSMS reserves the right to change, add, or reassign job duties or combine positions, or portions thereof, at any time. This job description is not an employment agreement or contract.

Applications will be accepted until all positions are filled. All applications will be acknowledged but only selected candidates will be interviewed. Interested applications should submit via e-mail or regular mail a letter of application, resume, and the names, addresses, and telephone numbers of 3 references to submitted to hr@themsms.org.

For more information, visit <https://themsms.org/about/employment/> or contact:

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Mississippi School for Mathematics and Science
1100 College Street, MUW-1627
Columbus, MS 39701
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(662) 329-7674

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