

JONES COUNTY JUNIOR COLLEGE

Position Announcement

March 10, 2017

- POSITION:** Director of Women's Housing
- DIVISION:** Student Affairs (report to the VP of Student Affairs)
- TERM OF EMPLOYMENT:** 12 months
- COMPENSATION:** Salary (based on experience and education): Selected candidate will be required to live on campus which also includes a 2-bedroom apartment and a meal plan (fall, spring and summer).
- APPLICATION DEADLINE:** **May 5, 2017**

JOB DESCRIPTION:

The Director of Women's Housing provides leadership and supervision for the operation of the women's housing department at Jones County Junior College. The Director is responsible for the development and execution of the residential housing component to include staffing, training, programming, room assignments and adjudication of housing infractions along with violations of the student code of conduct.

The duties and responsibilities of the Director shall be but not limited to the following:

- Provide leadership to plan, budget and implement policies and procedures for the residence housing operations at Jones County Junior College.
- Assist in responding to concerns from students, parents and college employees in a timely manner in order to support a safe living environment for all residents.
- Assist the Dean of Student Affairs with the investigation and adjudication of student conduct cases which occur in campus housing.
- Recruit, select and train ALL housing staff and implement ongoing training as needed.
- Coordinate the opening and closing of residence halls and supervise effective check-in/check-out procedures and assist with the coordination of housing facilities usage by outside groups.
- Assist in overseeing the student conduct process for women's housing and monitor enrollment status.
- Monitor conditions of facilities and furnishings to include reporting maintenance issues and submitting work order request.
- Maintains and updates important records (such as medical, emergency contact information, etc..) for all residents.
- Works with other offices on campus to coordinate programs and special events.
- Participates as an active member in the campus community on behalf of the Division of Student Affairs
- Performs other duties as assigned

REQUIRED QUALIFICATIONS

- A Bachelor's degree with three years of related experience or equivalent combination of education and experience.
- Demonstrated experience of successfully working with and leading a team, experience in process improvement and successfully managing a variety of tasks.
- Ability to demonstrate excellent oral, written and computer skills.
- Proven ability to multitask and problem solve.

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited institution in student affairs, counseling education, student development, or related field.
- Previous experience in residence hall management or residence hall supervision or Student Affairs.
- Supervision of students and full-time staff members at a college.
- Experience planning programs and activities for college students.

CONTACT PERSONS: All inquiries should be routed through the Human Resources department:

Jones County Junior College
Human Resources Director
900 South Court Street
Ellisville, MS 39437
Office: 601-477-4058
Fax: 601-477-4017

Applicant must provide the following by the closing date:

- (1) Complete resume and JCJC employment application
- (2) Minimum of three (3) references attesting to abilities in work area.
- (3) Documentation of educational achievement (transcripts, etc.).
- (4) Documentation of work experience.

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Pam Brownlee, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Gwen Magee, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4053.