

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Residence Hall Supervisor	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	Residence Life Coordinator
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**Position summary:** Under indirect supervision, this position is responsible for providing initiative in the development of residence hall life for students and residence hall supervisors. This position reports directly to the Residence Life Coordinator, keeping him/her abreast of all planning, organizing, staff and development of Panola College's residence halls.

**Position responsibilities:**

- Supervises Assistant Residence Hall Supervisors, Residence Assistants and work-study students.
- Serve as Student Government Association (SGA) Advisor.
- Responsible for keeping the SGA Constitution and Bylaws current
- Responsible for training the SGA members in Robert's Rules of Order.
- Attend all local, regional, and state scheduled meetings of the SGA.
- Conduct SGA elections.
- Position requires individual to be on call 24 hours per day.
- Assist with all student activities/intramurals checking with the Office of Student Activities for weekly assignments.
- Responsible for having the Student Center/Fitness Center staffed.
- Update marquee daily or as needed.
- Assist with pre-advisement/registration and orientation as needed.
- Supervision of Residence Halls and Apartments.
- Work with Residence Life Coordinator on scheduling events, drills, evaluations, etc.
- Work closely with Maintenance Supervisor concerning maintenance requests.
- Discipline residence hall students for violations.
- Assist with move-in and setup of students.
- Assist with recruiting.
- Provide residence hall reports.
- Provide innovation and vision for the College.
- Work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree preferred with at least 3 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, and students.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.
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**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.

- No or very limited exposure to physical risk.
- Some travel required.