

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Residence Life Coordinator/Head Resident Supervisor	<b>FLSA status:</b>	Exempt
-------------------	---	---------------------	--------

<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	Vice President of Student Services
--------------------	------------------	--------------------	------------------------------------

**Position summary:** Under indirect supervision, this position is responsible for the supervision, coordination and discipline of all residence life. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's residence life activities.

**Position responsibilities:**

- Supervise and coordinate all aspects of residential living on Panola College campus.
- Maintain and develop budget for residence life program.
- Work with Vice President in setting residential occupancy measurable objectives and retention objectives.
- Coordinate recruitment and marketing for residence life.
- Coordinate and recruit summer camp residential living and camp offerings for Panola College.
- Supervise residence life staff.
- Work with Maintenance department on all maintenance issues in the residence halls and getting rooms prepared.
- Coordinate discipline conferences and sanctions as dictated by board policy and the student handbook, The Pathfinder, including assisting in updating the handbook as needed.
- Maintain accurate databases of student's interested in residence life living and those living in the residence halls, including following up with prospective residential life students.
- Coordinate and implement Residence Life activities for residence. Such as outdoor, cookouts, fun and games, etc...
- Work with Student Activities Coordinator in promoting and delivering quality student activity opportunities for Panola College students.
- During registration periods and summer assist Student Services advisors with academic advising and orientation sessions.
- Live on campus to be available for Residence Life issues.
- Coordinate current information about Panola College residence life program on web pages.
- Work with student services on coordinating and giving campus tours, especially for student residing in residence halls.
- Supervise and help maintain laundry facility for residence life.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Associates Degree required, Bachelor's degree preferred.

**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.
- Budgetary 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.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/residence work environment.
- Physical effort required for moving furniture in residence halls and packages.
- Travel required once a year to a Residence Life conference for continued education.