

**PANOLA COLLEGE
JOB DESCRIPTION**

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

Position responsibilities:

- Supervise and work with Residence Assistants to maintain a comfortable living environment for residents.
- Provide initiative in the development of residence hall life.
- Assist in supervising designed college-operated residence halls.
- Assist in supervising and coordinating all check-in and check-out activities prior to and during semesters as directed by Residence Hall Supervisor.
- Enforce college policies, procedures, and rules/regulations regarding students residing on campus.
- Be on call to handle problems arising with campus housing as needed by the Residence Hall Supervisor.
- Assist in issuing and collecting all residence hall keys.
- Work with Campus Police as necessary.
- Assist with scheduled room evaluations.
- Turn in daily maintenance requests to Residence Hall Supervisor as needed.
- Be responsible for assigned weekend duties.
- Assist with residence hall meetings.
- Assist with fire alarm system fire drills.
- Represent the College in a professional manner.
- Process all paperwork in a timely manner.
- Abide by College rules pertaining to the non-use of tobacco, alcohol, and illegal drugs.
- Abide by residence hall rules pertaining to no pets inside the residence hall.
- Be visible and interact with residents.
- Post and update residence hall bulletin boards to provide communication.
- Assist with recruiting.
- 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.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate's degree with at least 2 years experience directly related to the duties and responsibilities specified 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.
- Computer skills a plus.
- 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.

- 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.