



Job Posting

Residence Hall Supervisor/Assistant Soccer Coach

Date Posted: May 14, 2019

Posting End Date: Until Filled

Cisco College is accepting applications for the position of Residence Hall Supervisor (Memorial Hall – Cisco Campus)/ Assistant Soccer Coach. Memorial Hall is an all-female residence hall. Minimum qualifications for this full-time position requires a Bachelor's Degree, Master Degree preferred, from an accredited institution, experience working with diverse groups of young adults, Microsoft Office Software, good organizational skills, effective verbal and written communication skills and the ability to work collaboratively as a team member. This is a live-in position where a furnished apartment and cafeteria meal plan is provided. Resume packages will be accepted until the position is filled.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions.

Please note: A complete resume package must include a cover letter, completed **and signed** Cisco College Application (available on the "Employment" Page of our website at www.cisco.edu), resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Shelli Garrett
Director of Human Resources
Cisco College
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Cisco, Texas 76437
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CISCO COLLEGE

Staff Job Description

Job Title: Residence Hall Supervisor/Assistant Soccer Coach
Reports to: Dean of Student Services and Head Coach
Last Reviewed: September 4, 2018

Job Summary

Primary responsibility is to provide administrative, supervisory, and customer service in a residence hall setting. The Hall Supervisor is a resident, and has the responsibility of insuring that resident hall life is supportive of the educational purpose of the institution through enforcement of the Resident Hall policy.

It is expected that the Residence Hall Supervisor/Assistant Coach will accomplish assigned duties in an efficient, effective and competent manner, and will strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the Cisco College mission statement. All Cisco College employees must cooperate and work harmoniously with college personnel and the public, and must follow all College policies, rules, regulations and guidelines as they relate to this position.

Primary Duties

Residence Hall Supervisor:

1. Lives in residence hall from August 15 to May 15 (or until all students have officially moved out) and is present every night, including weekends when not fulfilling assistant coaching responsibilities. Moving in before August 15 and/or staying beyond May 15 may be required by the head coach in association with team arrival or departure. A total of four nights away from the campus will be allowed each semester but must be coordinated through the Dean of Student Services.
2. Checks students in and out of dormitory
 - a. At the beginning of the semester, the Resident Hall Supervisor gives each student a room evaluation card, so that the student may evaluate his/her room, noting existing damages or flaws.
 - b. At the end of the semester the Residence Hall Supervisor checks each student out with his or her evaluation card. A second room evaluation is completed, noting any new damages or flaws, for which any damage beyond ordinary wear and tear will be charged to the student.
3. Develops a sense of community among hall residents, emphasizing a concept of caring involvement, consideration, responsibility, and concern for others in the community.
4. Assumes responsibility for his or her dormitory upkeep. This includes monitoring and seeking repair or maintenance for the lobby, hallways, restrooms, and dorm rooms.

5. Sets aside time to walk the halls, being knowledgeable of the dormitory residents, monitoring the halls to insure that conduct is acceptable and in keeping with college policies, including the protection of college property.
6. Enforces quiet hour and visiting hours, asking non-residents to leave at any time their conduct is unacceptable.
7. Sets a good example for residents at all times by following all policies and modeling the responsible behavior expected of residents.
8. Serves as part of the staff responsible for the total residence life area. He or she must work cooperatively with other staff members, be mutually supportive on projects in performance of disciplinary tasks, and be supportive at all times when cooperative work is required.
9. Upholds and enforces all Residence Hall policies within the hall at all times. Hall Supervisors are expected to be familiar with and able to explain all residence hall rules and regulations.
10. Submits incident reports to the Dean of Students within 24 hours of any incident involving a major violation of policy. Is expected to call the Dean of Students and the campus security officer for all incidents requiring the police, an ambulance, or any emergency personnel.
11. Keeps a written record of major disturbances, problems, and complaints from students.
12. Reports damages and assists with room problems, which require immediate attention.
13. Is knowledgeable of all alarm systems, building evacuation, and other emergency procedures.
14. Maintains up-to-date records of students living in the resident hall, including the Emergency Card, Check In-Out Card, room changes, hall changes, and dormitory damages.
15. Conducts weekly health, hygiene, and safety room checks.
16. Assumes responsibility for proper use of all keys, especially master keys.

Assistant Coaching:

1. To provide on-the-floor coaching.
2. Manage the team on road travel.
3. Teach assigned fundamentals and skills during practice and games.
4. Assist in evaluating and recruiting of student-athletes.
5. Assist in the tracking of the academic progress of student athletes.
6. Assist in managing sport camps.
7. Assist with fund-raising events.
8. Assist in keeping up to date statistics, uploading into PrestoSports system, and providing them to regional media sources.
9. Assist in maintaining compliance with NJCAA rules and regulations.
10. Attend instructional clinics to remain up to date on coaching techniques.
11. Assist in maintaining an ethical and moral code of behavior and living that is expected of all student athletes that are residing on campus.
12. Assist in implementing the weight and fitness training program.

13. Assist in maintaining equipment inventory.
14. Teach courses for the college in compliance with degree held and SACS-COC (Faculty Credential requirements).
15. Perform all other duties as assigned.

Note: Residence Hall Directors will be evaluated at the end of each semester.

Qualifications

1. Experience working with a diverse group of individuals.
2. Good written and verbal communication skills.
3. Ability to work collaboratively with others.
4. Bachelor's Degree, Master's preferred.