



Job Posting

Residence Hall Supervisor

Date Posted: July 23, 2018

Posting End Date: Until Filled

Cisco College is accepting applications for the position of Residence Hall Supervisor (Bivns Hall – Cisco Campus)/ Assistant Volleyball Coach and Adjunct Spanish instructor. Bivins Hall is an all-female residence hall. Minimum qualifications for this full-time position include a Master Degree from an accredited institution, experience working with diverse groups of young adults, Microsoft Office Software, good organizational skills, effective verbal and written communication skills both English and Spanish, 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. The assistant volleyball job will also consist of maintaining the gymnasium and preparation of volleyball and basketball games.

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
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
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CISCO COLLEGE

Staff Job Description

Job Title: Residence Hall Supervisor
Reports to: Dean of Student Services
Last Reviewed: July 20, 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 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. The Hall Supervisor 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

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 Director 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 Directors 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.
17. Volleyball Coach Responsibilities will include preparing for practices, recruiting, game strategy, scouting, stat and record keeping, driving to and from games, etc.
18. Gym responsibilities include cleaning, maintenance of facility, overseeing work-study students, setting up of both volleyball and basketball games.
19. Adjunct instructor includes providing quality learning experiences, assess student learning, support the mission of the college and working knowledge of canvas.
20. Performs other duties as assigned by the President, Vice President of Student Services, and Dean of Student Services.

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

Qualifications

1. Experience working with diverse people.
2. Good written and verbal communication skills, both English and Spanish.
3. Ability to work collaboratively with others.
4. Master's Degree required.