

Location	Hattiesburg 118 College Drive Hattiesburg, Mississippi, 39406-0001 United States
Division	Residence Life
Position Type	Staff
Employment Status	

	51,527.00 - 53,000.00
Pay Grade	E09
Posting Close Date	March 1, 2025

This position has the responsibility of overseeing all Greek Housing environments, Cedarbrook Apartment Complex, and the Summer Conference Operations for Housing and Residence Life (HRL). The Assistant Director is responsible for the day-to-day administration, supervision, and management of Fraternity Row, Sorority Village and Cedarbrook Apartments and serves as the contact person for all Greek Housing related issues. This position will collaborate closely with Fraternity and Sorority Life, the Union, HRL

Village and Fraternity Row, including overseeing the coordination of Fraternity and Sorority house corporation meetings, dissemination of information concerning updates on housing policies and procedures, member housing assignments, recruitment information, summer use requests, required safety and security activities including, but not limited to, conducting fire drills, health and safety inspections and monitoring life safety equipment.

2. Partners with the Athletic Department regarding use of a Sorority Village duplex for women's basketball players, which includes occupancy during University holidays and breaks.
3. Maintain billing records for Greek houses and submit charges such as maintenance repairs and damages to the appropriate individuals. Work with HRL Business Ops staff on billing for parlor fees, multipurpose room invoices and vacant bed invoicing.
4. Oversight of the day-to-day administration, supervision and management of the Housing and Residence Life functions of Summer Conference Operations. Ensuring staffing of on call and d3 reWperations.

participates in the year round rotating on-call response program, which includes summer and University breaks and holiday periods.

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