

Night Staff Supervisor

CLASSIFICATION: Student Worker

The University of Mississippi Department of Student Housing accommodates approximately 5400 students in 17 residential communities located in traditional and contemporary (suite-style), residential college, and apartment facilities.

POSITION SUMMARY: This is a student worker position responsible for assisting in maintaining safety and security in the residence halls between the hours of 11:00PM and 8:00AM. They work closely with student housing staff to address any safety concerns that occur in the halls. Night staff supervisors may confront issues of policy, safety, or security as well as work in conjunction with hall staff to assist in times of emergency or crisis. Supervisors will ensure that desk operations are functioning with a Community Desk Assistant (CDA) at each residence hall. They will also complete administrative tasks and communicate frequently with the CDAs within their assigned areas throughout the night.

QUALIFICATIONS:

1. A cumulative UM grade point average (GPA) of 2.25 at time of application and employment
2. Maintain a 2.25 cumulative GPA throughout the period of employment as Night Staff Supervisor
3. Must maintain full-time student status during the fall and spring while employed
4. Must not be under criminal or conduct sanctions at the time of employment
5. Able to pass a background check

GENERAL RESPONSIBILITIES:

1. Uphold the values of the University of Mississippi Creed
2. Fulfill the Department of Student Housing's Mission, Vision, and Core Values
3. Be alert and awake during each shift
4. To complete nightly rounds in each residence hall
5. Serve as a resource to residents who may need assistance between the hours of 11:00PM and 8:00AM including, but not limited to, lockouts
6. Provide outstanding customer service, and act in a manner that reflects well on the Department of Student Housing
7. To act as a liaison between residents and the Department of Student Housing
8. To be thoroughly familiar with all university and residence hall regulations and to be responsible for enforcement (Night Staff Supervisors assume responsibility for maintaining a level of behavior consistent with the educational philosophies of the university.)
9. To thoroughly document all hall activity through the online documentation system

10. To assist student housing maintenance by reporting needed repairs or other concerns through the online documentation system
11. To work a residence hall desk when a CDA is not available. (The Night Staff Supervisor will be responsible for finding a replacement CDA to work the shift, when possible, and work the remainder of the shift if a replacement is not found.)
12. Regard any personal information about residents, and possibly other staff, as confidential to protect the rights of the residents and staff and increase trust and credibility as a student team member
13. To prepare and submit regular Night Staff Supervisor reports
14. To attend trainings, bi-weekly staff meetings, and participate in staff recruitment processes as needed
15. To be responsible for the performance of the above named duties as well as any additional duties associated with responsibilities of position

BENEFITS:

\$8.00 per hour.

May work up to 20 hours per week.

SUPERVISOR: Graduate Assistant for Desk Operations and Assessment

TRAINING:

All Night Staff Supervisors are required to participate in all scheduled trainings and staff meetings. Intensive training will take place at the beginning of the fall and spring semesters. Additional staff development and training sessions will be held regularly throughout the year.

HOW TO APPLY:

Positions are available for the 2015-16 academic year.

Send cover letter, resume and three references via email to deskoperations@olemiss.edu.

Attn: Jonathan W. Howard
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