

Mississippi Governor's School Head Resident (HR)

Remuneration: Varies. Payment will be made on the last day of the program and is subject to applicable deductions.

Conditions of Employment:

- 1) HRs may not have any other commitments during the employment period, except as approved by the Director.
- 2) In addition to the list below, duties may be assigned by the Program Director, Activities Recreation Coordinator, or Special Opportunities Coordinator, as appropriate.
- 3) HRs must attend the administrative meeting and complete program training and team building exercises.
- 4) Alcoholic beverages and drugs will not be allowed.
- 5) Personal visitors are not allowed except as approved by the Director.
- 6) Under NO CIRCUMSTANCE are HRs allowed to leave the residence halls between the hours of 10:00pm and 7:30am without permission from the Director.
- 7) Duties will include all of the following, and other duties may be assigned:
 - Supervise and lead the residence life staff (RAs/RATs) by:
 - leading residence life training prior to the MGS session,
 - maintaining a teaching/learning environment for the RATs,
 - organizing and monitoring duty rotations for RAs and RATs,
 - checking with residence life staff at assigned locations during scholars' free time,
 - visiting wing meetings nightly to answer questions and collect attendance reports,
 - leading nightly dorm meetings with RAs and RATs in anticipation of the next morning's staff meeting,
 - reporting concerns to the Director, either immediately or during morning staff meetings,
 - mediating disagreements between residence life staff members,
 - organizing and distributing information to residence life staff members,
 - taking final responsibility for ensuring that all residence life needs are met, and
 - supervising RAs and RATs in other duties, as directed by the Director, Activities/Recreation Coordinator, and/or the Special Opportunities Coordinator.
 - Supervise and lead the scholars' residence life experience, including:

- maintaining a safe and secure environment for the scholars,
 - administering consequences/conferences according to MGS discipline guidelines,
 - mediating conflicts between scholars or between scholars and staff,
 - monitoring scholars' medical needs, including injuries, emergencies, and pre-existing conditions,
 - reporting all emerging medical situations to the Director, administering first aid when necessary, and transporting scholars to a hospital or clinic when necessary,
 - organizing and distributing information to scholars,
 - enforcing curfew and lights-out, and clearing dorms in the morning,
 - enforcing punctuality and attendance at all events by checking roll, and
 - responding to all reported problems, (homesickness, maintenance issues, interpersonal conflicts, depression, etc;), in a timely manner.
 - Act as a liaison between MGS and MUW Community Living by:
 - organizing scholar, staff, and faculty room assignments in the residence halls,
 - supervising pre-check-in checklist (utilities, furniture, scholar materials, etc.) for residence halls,
 - reporting any residence hall requests (maintenance, etc.) to Community Living,
 - supervising dorm check-in and check-out, including pre-check-out checklist (clean floors, sinks, tubs, etc.), and
 - in the event of an emergency, following appropriate protocol to ensure the safety of all staff and scholars.
- 8) It is the responsibility of each HR to take care of personal business during the hours in which they are off duty each day. It is not acceptable to miss afternoon or evening activities without the approval of the Director.
- 9) Violation of any condition of employment may result in dismissal. Pay will be pro-rated on the basis of days worked. Please note that leaving the residence hall at night for any reason without prior approval from the Director will provide cause for termination.

Please remember that as an MGS Residence Hall Assistant, your primary responsibility is ensuring the safety and well-being of the MGS scholars. All RA's will be required to participate in evening activities and will be required to supervise activities outside of classes including meals, structured free time, recreation, etc.

***Note: Every accepted or hired applicant will work approximately forty hours per week, and if any applicant works more than that, he/she will be paid time and a half.**