

SOUTHERN ARKANSAS UNIVERSITY TECH

Position Vacancy Notice

- POSITION TITLE:** Residential Advisor
- DATE POSITION AVAILABLE:** January 6, 2012
- APPLICATION DEADLINE:** Applications will be accepted until position is filled.
- JOB DESCRIPTION:**

The Residential Advisor works under the supervision of the Director of Student Life. The position is responsible for assisting with student housing, student activities and student recruitment. This position is a labor grade C111 on the state pay plan and is governed by agency/institution policy.

Specifically, the job assignment includes but not limited to:

1. Provide, training, scheduling and supervision of Resident Assistants (RA)s.
2. Plan programming for residents. Conduct mandatory meetings for residents.
3. Coordinate the provision for limited and reasonable transportation for residents.
4. Coordinate maintenance and upkeep of housing facilities with the Physical Plant.
5. Conduct campus/housing tours and provide pertinent information to prospective students.
6. In cooperation with the Director and RA's, provide supervision of residents and handling of relational and disciplinary issues.
7. Recognize safety issues in student housing and report to appropriate personnel and/or implement remedies.
8. Recommend policy and procedure revisions as deemed necessary.
9. Maintain housing records and related documents.
10. Attend recruiting events and other recruiting opportunities as deemed necessary by the Director of Student Life.
11. Attend professional development training as required.
12. Perform other duties as assigned or required.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent, plus one year of experience in the care and welfare of dormitory residents and/or related work experience in a post-secondary institution.
2. Supervisory experience.
3. Ability to work a flex schedule.

- SALARY:** \$24,065 annually
- DATE OF NOTICE:** December 21, 2011
- APPLICATION PROCEDURE:** Send a completed SAU Tech application, resume, and official license/transcripts (if applicable) to:
SAU Tech Human Resources Office
P.O. Box 3499
Camden, AR 71711
(870) 574-4481



Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applications from qualified women and ethnic minority group members are strongly encouraged.