

POSITION ANNOUNCEMENT

Dormitory Supervisor

Northeast Mississippi Community College is accepting applications for a full-time, Dormitory Supervisor.

QUALIFICATIONS:

Required -

- High School Diploma or equivalent
- Remain drug/alcohol free and have no felony convictions
- Compatible with college age students
- Good oral and written communication skills
- Good judgment and common sense
- Ability to sit/stand for extended period(s) of time

APPLICATION DEADLINE: April 14, 2026

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Northeast Mississippi Community College

Attn: HR

101 Cunningham Boulevard

Booneville, MS 38829

For further information, contact:

(662) 720-7594

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

POSITION: Dormitory Supervisor

REPORTS TO: Director of Event Planning & Housing

QUALIFICATIONS: Required -

- High School Diploma or equivalent
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ROLE: The Dormitory Supervisor will assist in providing a safe and secure environment, provide supervision, and oversee residence hall residents. The supervisor helps students adjust to college life and enhance their stay in the residence hall.

NOTE: The successful applicant will be required to reside in the assigned residence hall.

ACTIVITIES:

1. Check students into the dormitory rooms as assigned by the Housing Office.
2. Issue room key to students in assigned rooms by Housing Office.
3. Inform resident students concerning dormitory and campus procedures and rules.
4. Maintain record of student roster and room layout form from the Housing Office.
5. Maintain a chart of each room regarding condition upon entrance and exit of a resident student. Make note of any room damages and report damages to the Housing Office.
6. Report maintenance repair needs to the Director of Event Planning & Housing on a timely basis and submit work orders to Facilities and Maintenance Department.
7. Report to the Housing Office any resident student who fails to maintain acceptable housekeeping practices.
8. Conduct monthly room inspections and submit a room inspection summary form to be given to the Director of Event Planning & Housing after each room check.
9. Report behavioral problems of resident students to the Vice-President of Student Services and/or NEMCC Campus PD.

10. Encourage students regarding class attendance and report resident students who apparently are not attending classes to the Director of Event Planning & Housing.
11. Monitor noise levels in the lobby, hallways, and individual rooms.
12. Maintain office and living area within apartment.
13. Other duties as assigned.

NOTE: Job description, role, and activities may change at any time without prior notice.