



## **JOB DESCRIPTION- PART- TIME RESIDENT/ ATHLETIC ASSISTANT- WOMEN'S BASKETBALL**

### **General Description/Primary Purpose:**

The Resident/ Athletic Assistant will be counted on to provide administrative support to the athletic director and coaching staff. The position will also assist our residents with their daily tasks, along with other duties to ensure residents have a safe and enjoyable living environment while staying with our organization.

**Classification:** Part- Time/ Non-Exempt Staff

**Salary:** \$15,000

**Appointment:** 10 month appointment - renewable annually.

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Job Functions:**

1. Preparing for and participating in students' first week on campus, including creating activities to engage students, checking them into the dorms, and conducting an orientation for the residence halls.
2. Assist residents with the transition to residence hall life.
3. Enforce the college and residence hall rules and regulations.
4. Remain available to residents while on-call.
5. Assist in responding to complaints, reports, requests, and emergencies.
6. Listening to any concerns or issues residents may have and communicating those to the Director of Student Housing.

7. Submit reports on infractions, violations, and safety issues.
8. Helping students stay informed about campus activities and clubs to encourage student engagement on campus.
9. Assisting the Athletic Director with purchase orders and eligibility forms for the women's basketball area.
10. Assist in maintaining the women's basketball event schedule.
11. Assisting the women's basketball coaching staff with coordinating road trips, including transportation, hotel reservations, meals, etc.
12. Perform other duties as may be assigned by supervisors.
13. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

### **Required Knowledge, Skills, and Abilities**

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, by using some other combination of skills and abilities.

- Demonstrate clear and effective communication skills (oral and written).
- Drive college-owned vehicles to games or events.
- Demonstrate support of the two-year college's role in higher education.
- Participate in community service activities and programs.
- Demonstrate ability to set goals and strive to achieve them.
- Demonstrate experience or willingness to work effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Demonstrate experience or willingness to learn and use state-of-the-art technology in the delivery of instruction, including but not limited to interactive television, the Internet, and Telecourses.
- Communicate by telephone in a friendly, polite manner with public school officials and community leaders.
- Trustworthy – able to maintain confidential information as appropriate, for example academic and health records, personal family information, etc.
- Strong organizational skills – the ability to balance multiple projects and changing priorities without losing focus.
- Able to work in a complex team-oriented environment in order to accomplish department goals and objectives.

- A willingness to help others in the department and throughout the school as necessary.
- Maintain a “solution conscious” attitude when faced with challenges
- Able to follow and complete detailed verbal and written instructions within specified timeframes.
- Able to perform assigned duties with speed and accuracy.

### **Other Ergonomic Requirements**

Performance of job functions related to instruction requires seeing, hearing and speaking as well as some amount of stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

### **Qualification Standards:**

1. **Minimum Educational Qualifications:** High school diploma or equivalent.
2. **Minimum Experience:** Experience working in an athletic department setting or a high-demand office environment. Experience living in on-campus housing. A working knowledge of university and residence hall policies and procedures
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

### **Application process:**

1. Letter of Application
2. Resume
3. Three (3) letters of employment recommendation or college placement file.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.

**Submit to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
mscemployment@mscok.edu

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.