

**WOFFORD COLLEGE**  
Campus Life and Student Development  
429 North Church Street  
Spartanburg, South Carolina 29303-3663

**Title:** Assistant Dean of Students for Diversity and Leadership Development

The Office of Diversity and Leadership Education is an important part of the Division of Campus Life and Student Development. The purpose of this office is to offer direct support to students from diverse populations. The Assistant Dean will provide campus resources, education and multicultural programming on issues of diversity, inclusion and leadership.

The Assistant Dean of Students for Diversity and Leadership Development works in tandem with the academic Dean for Diversity and Inclusion to lead strategic diversity and inclusion efforts at Wofford College that advance the College's mission and vision. The Assistant Dean will primarily focus their efforts on student development, and will collaborate at times with other campus constituencies and partners to design and implement initiatives that contribute to broader campus diversity and the maintenance of a campus culture of genuine inclusion. This position has primary responsibility for the development and coordination of outreach and awareness programs which promote diversity, inclusion, and leadership education for the Wofford student body. Diversity and inclusion education include working with students of various races, ethnicities, creeds, religions, national origins, abilities, sexual orientations, gender identities, and gender expressions. Outreach areas include but are not limited to residence life programming; student life programming; general student contact and referral; professional and student staff development; training, and orientation of student staffs; and program support to student organizations.

**Responsibilities:**

- Create and implement programs and services that will improve the quality of campus life for students.
- Supervise the Coordinator of Inclusive Engagement.
- Provide support, planning, and organization for the mentoring of students of diverse backgrounds, including first-generation college students, international students, and students who identify as LGBTQIA involve them more directly in the intellectual and social life of the college.
- Serve as an advocate between diverse student groups and the faculty and administration.
- Provide leadership for Student Development staff and work closely with the academic Dean for Diversity and Inclusion to develop ongoing programs to sensitize the campus community regarding issues of race, class, ethnicity, gender, nationality, ability, sexual orientation, and religious diversity.
- Facilitate College programming with the faculty, staff and students throughout the academic year and specifically for the Martin Luther King holiday, Black History Month, Hispanic Heritage Month, Women's History Month, PRIDE Month, etc., together with the academic Dean for Diversity and Inclusion and the College's Diversity & Inclusion Committee.
- Serve as a resource and mentor, if needed, to the Association of Multicultural Students (AMS), the Gospel Choir, OLAS, LGBTerriers, etc.

- Conduct regular, in-person meetings with the Vice President of Campus Life and Student Development.
- Conduct regular, in-person meetings with the academic Dean for Diversity and Inclusion (at least once per month) to closely communicate and coordinate programs and services, and to ensure events flow harmoniously.
- Together with the academic Dean for Diversity and Inclusion, work with the Director of Institutional Research to create an ongoing assessment and evaluation of the quality of campus life for diverse student groups.
- Create positive working relationships with Wofford College alumni and work with the Institutional Advancement Officer assigned to the Black Alumni Association.
- Serve as a member of the Bias Incident Response Team.
- Serve as the NCBI Team Leader.
- Oversee the operation, scheduling, and maintenance of the Meadors Multicultural House.
- Work with Campus Safety on a risk management session for student-leaders who want to use the Meadors Multicultural House.
- Oversee the creation and maintenance of social media outlets for Diversity and Inclusion
- Work with the Student Development staff to develop and support campus involvement and leadership and assist with college programs such as Orientation, Family Weekend, Homecoming, the Leadership Wofford Program, and Commencement.
- Develop and maintain effective networking with external educational and professional organizations regarding diversity education and other professional issues.
- Complete other duties as assigned, such as serving on college committees and in the Campus Life and Student Development on-call rotation.

**Qualifications:** Master's Degree in Education, Higher Educational Leadership, or a closely related field is required. Experience in educational administration, community development and programming are strongly preferred. Demonstrated success in working with diverse student groups and maintaining a high-level of visibility and commitment to student interaction is critical to success. Computer competency is required.

**Application:** All application materials must be submitted electronically to ADforDL@wofford.edu. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position; (2) a current resume; and (3) names and contact information for (minimally) three professional references.

**Salary & Benefits:** Salary will be commensurate with experience. Wofford College provides a competitive benefits package including employer contribution to retirement savings, employer premium contribution to comprehensive major medical insurance, life and disability insurance, and other accompanying fringes.