RESIDENCE LIFE COORDINATOR

The Office of Residence Life invites applications for a Residence Life Coordinator (RLC). **This position is expected to provide live-in supervision and support to a female residential community.** Reporting directly to the Assistant Director for Residence Life, the RLC provides general management of an assigned residence hall (residential area) as a live-in professional staff member. The RLC will provide an inclusive environment, supportive and aligned to the diversity, equity and inclusion values of Wofford College.

The RLC is a 10-month full-time appointment from August 1st to May 31st and reappointment is contingent upon an annual satisfactory performance evaluation. The RLC is an active campus and community leader for resident students. Normal hours are 8:30am to 5pm Monday through Friday; however, will vary widely to include working evening and weekends, contingent on student activities and events. Minimal working hours will be 40/week.

RESPONSIBILITIES:

30% Supervise Student Resident Assistants (RA)
- Directly supervise a staff of undergraduate student RAs; monitor and manage performance of RAs; provide direction and support to assist student RAs with their responsibilities.
- Encourage academic, social, and personal growth in RAs through regular meetings, mentoring, annual performance evaluations, and other planned and unplanned interactions.
- Assist in Residential Education functions including staff selection, training, and professional development
- Supervise the creation of recreational, cultural, and academic activities and programs, including management of programming budgets

30% Supervise Assigned Residential Areas & Provide Support Residential Students
- Maintain a sense of community, encourage wholistic student development, and foster student success through programming and intentional interactions with students
- Complete periodic inspections of assigned areas, coordinating with appropriate campus offices to resolve facilities and safety issues; perform semesterly health and safety inspections of student rooms
- Serve as a role model and maintain knowledge of resources that students can approach for answers regarding college policies, referrals, and developmental issues. Make referrals to appropriate on-campus and off-campus resources
- Maintain order and decorum in residence halls through enforcing College policies, mediating residential disputes, and encouraging communal responsibility

25% Assist with Additional Residence Life Functions
- Assist with opening and closing of residence halls, including first-year move-in and summer closing
- Provide excellent customer service to students, families, and other community members
- Assist with other administrative operations, such as housing assignments, roommate assignments, key management, and responding to facility-related problems
- Coordinate assigned areas of Residence Life or Housing functions (this could include, but is not limited to, summer housing, assessment, cocurricular programming, and staff development)

15% Assist in the Division of Student Development & Campus Life (SDCL)
- Participate in Coordinator On-Call rotation, including weeknight and weekend coverage; respond to crisis and emergency situations as necessary
- Collaborate with other SDCL offices to plan and execute campus programs; active assist with events and activities hosted by SDCL and related offices
- Provide support for major campus events, including First-Year Orientation, Homecoming, and Commencement
- Adhere to College policies and practices in matters of student administration, including handling of confidential student information
**Required Qualifications:**
1. Bachelor’s degree
2. Effective computer proficiency and knowledge of Microsoft Office applications
3. Experience in residence life, student life, and/or other related activities in higher education (undergraduate experience will be considered)

**Preferred Qualifications:**
A highly successful candidate will show an aptitude for communicating effectively in a professional manner with a diverse population of students, faculty and administrators and have a demonstrable ability to multi-task and respond effectively in high-stress or crisis situations. Preference will be provided for candidates with a demonstrated knowledge of the environment of a small, residential, liberal arts college and a willingness to commit to the mission and goals of Wofford College.

**Compensation and Benefits**
The Residence Life Coordinator is expected to live on campus; thus, compensation includes a gross living stipend of $1800 (paid monthly) a semi-furnished on-campus apartment (including paid utilities, high speed internet, and cable) with additional living accommodations that include: the regular meal plan for campus dining options; access to free campus laundry services; free campus parking; and free admission to home athletic events. This appointment is also eligible for comprehensive major medical health insurance and other fringes.

**To Apply**
Please email all application materials to Mr. J. Allen Lollis (lollisja@wofford.edu). Review of applications will begin immediately. Application materials include: (1) a letter of interest explaining how you meet the qualifications and expectations of this position, (2) a current resume, and (3) a list of minimally three (3) references (including current contact phone number and email address).

Questions regarding this position can be directed to:

   Mr. J. Allen Lollis, Assistant Director of Residence Life  
   Wofford College, 429 North Church Street  
   Spartanburg, SC 29303-3663

For information on Wofford College, please visit our web site at http://www.wofford.edu.

**Other Information**
The college's non-discrimination statement, as adopted by the Board of Trustees, is Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status.

Wofford values diversity within our students, faculty, and staff, and strives to recruit, develop, and retain the most talented people. We encourage applications from all underrepresented groups, including persons with varied backgrounds, perspectives, and experiences, regardless of race, color, creed, religion, sex, sexual orientation, age, national origin, disability, veteran status, or any legally protected status in accordance with applicable federal and state laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please contact Human Resources at hr@wofford.edu.
A background check will be conducted for finalist candidates. Employment is contingent upon a completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.