Assistant Director of Residence Life

Wofford College invites applications for an assistant director of residence life. Reporting to the assistant dean of students for residence life and community standards, the assistant director manages the day-to-day operations of the residence life program. The assistant director is responsible for developing an inclusive environment that supports the holistic development of all Wofford students.

The assistant director is a live-on, full-time appointment and reappointment is contingent upon an annual satisfactory performance evaluation. Normal hours are 8:30 a.m. to 5 p.m. Monday through Friday, however, hours will vary widely to include working evening and weekends, contingent upon special events such as orientation, commencement and student activities. Minimal working hours will be 40 per week.

**KEY RESPONSIBILITIES:**

- Broadly oversee the residence education program (RAs, programming, etc.) primarily through the supervision of two full-time professional residence life coordinators.
- Act as the supervisor on record for resident assistants, ensuring the completion of payroll and employment paperwork.
- Serve as a system administrator for the residence life/housing management system (eRezLife).
- Manage the housing assignment process, including annual room selection process, accessibility housing accommodations, room changes, opening and closing, early arrivals and late stay, etc.
- Effectively communicate information regarding housing policies/processes to students.
- Oversee the storage, organization and management of residential keys.
- Adjudicate student conduct issues through conduct meetings, mediations and coordination of judicial hearings.
- Serve as point of contact for residential violations alongside residence life coordinators, coordinating adjudication of health and safety violations, pet violations, vandalism, etc., and ensuring follow-up.
- Oversee administrative aspects of residential conduct, including management of violations, incident reports and outcomes using Maxient conduct software.
- Manage crisis situations, including mental health, physical health, security and facility emergencies through service in the administrator on-call rotation. This position will require the completion of a CPR/First Aid certification.
- Other duties as assigned.

**QUALIFICATIONS:**

A master’s degree in higher education, counseling or other related field and one to two years of experience in housing/residence life is required. Equivalent combination of relevant education and experience will be considered as appropriate. The successful candidate will demonstrate effective computer proficiency and working knowledge of Microsoft Office and student database system and will be able to respond effectively in high-stress situations. A demonstrated commitment to equity and inclusion is essential.

Preference will be given to candidates who demonstrate effective communication skills and an ability to provide excellent customer service. Direct experience with Banner and eRezLife is highly desired. Previous on-call experience is preferred, as is a commitment to the value of a small, residential, liberal arts experience.
APPLICATION:
Application materials must be submitted electronically to reslife@wofford.edu, with the subject line “Assistant Director Application.” Application materials include: (1) a letter of application explaining how you meet the qualifications for this position, (2) a current resume and (3) names and contact information for three professional references. For assured consideration, application materials must be received no later than midnight on July 5, 2021.

SALARY AND BENEFITS:
Salary will be commensurate with experience. The assistant director is expected to live on or near campus, thus compensation includes a semi-furnished apartment (including paid utilities, high speed internet and cable). Wofford College provides a competitive benefits package, including employer contribution to retirement savings, employer premium contribution to comprehensive major medical insurance, tuition remission for qualifying dependents and disability insurance. Other benefits include free on-campus parking, the regular meal plan for campus dining options and other fringes.

EEO STATEMENT:
Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex (including pregnancy or childbirth or related medical conditions, including but not limited to lactation), sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

A background check will be conducted for finalist candidates. Employment is contingent upon 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.

TITLE IX COMPLIANCE:
In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Reports can be made to the Title IX coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college’s Title IX coordinator and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator
Amanda Estabrook
429 N Church St.
Campus Life Building, Office 6
Spartanburg, SC 29303
864-597-4047
estabrookar@wofford.edu

External inquiry can be made to:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
800-421-3481
OCR@ed.gov / http://www.ed.gov/ocr