

Community Sustainability Program Manager

Wofford College invites applications for a community sustainability program manager. Reporting directly to the associate provost for administration and the director of the Center for Community-Based Learning, the community sustainability program manager has primary responsibility to oversee the development, implementation and evaluation of sustainable community practices focused on strengthening co-curricular learning and supporting faculty, staff and student interaction related to community sustainability. The community sustainability program manager will assist in the teaching of place-based courses in the Northside and supervise students residing in Milliken House, also located in the Northside.

The community sustainability program manager is a full-time exempt position with expectation to reside in Milliken House and will be provided a one-bedroom apartment with access to Wofford campus living amenities, including a meal plan and free access to laundry as part of the overall compensation. The college's regular hours are 8:30 a.m. to 5 p.m. Monday through Friday, however, contingent on activities, special assignments or projects, occasional evenings and weekends are expected.

QUALIFICATIONS:

A bachelor's degree and proficiency with Microsoft Office applications and general mastery of office technology, along with experience or demonstrated interest in and commitment to community and environmental sustainability is required for appointment. The successful candidate will be self-motivated and a self-starter who takes initiative. Effective personal and communication skills and experience or interest in team collaboration will prove to be valuable for this role. Experience in residence life in higher education and knowledge of or experience with small, residential liberal arts colleges is highly desired.

RESPONSIBILITIES:

- Initiate and support innovative sustainability-themed programming for students living in Milliken House.
- Support Wofford faculty and staff, particularly, Dr. Alysa Handelsman (anthropology/sociology) and the director of the Center for Community-Based Learning (Jessalyn Story) in efforts to create opportunities for students living and/or working in the Northside.
- Oversee and manage use of the common area/classroom in the Milliken House.
- Support community-related Wofford coursework.
- Supervise students in their community-based coursework and other community-based projects.
- In collaboration with faculty and staff, co-coordinate the annual Community Sustainability Symposium.
- Coordinate programming with the Office of Diversity and Inclusion and other relevant campus constituencies to be determined by the community sustainability program manager.
- Evaluate AASHE STARS (Association for the Advancement of Sustainability in Higher Education's Sustainability Tracking, Assessment and Ratings System) issues related to community engagement:
 - Consider new programs based on AASHE STARS data.
 - Consider wellness-related issues raised by AASHE STARS data.
- Supervise Wofford students living in Milliken House at Northside Station as a live-in staff member. Maintain residence life standards for supervision of Wofford students.
- As a trained residence life coordinator (RLC), know and understand the rules and regulations governing RLCs at Wofford College and adhere to all rules of conduct governing residence life at Wofford College.

- Provide an inclusive environment, supportive and aligned to the diversity, equity and inclusion values of the college.
- As a valued Wofford College community member and employee, participate in college service, which includes serving on elected or appointed committees, projects or assignments.
- Perform other related duties or projects as assigned.

APPLICATION:

Application materials should be submitted electronically to CSProgramMgr@wofford.edu. Application materials include: (1) a letter of interest explaining how the candidate qualifies for the position, (2) a current resume, and (3) a list of three references, including contact information.

For assured consideration, applications should be submitted by midnight, June 30, 2021.

ABOUT WOFFORD COLLEGE:

Established in 1854, Wofford College is a four-year, residential liberal arts college located in Spartanburg, S.C. With a student body of 1,770 undergraduates and 27 major fields of study, it is recognized nationally for its robust academic program, outstanding faculty, study abroad participation, and successful graduates. Wofford is home to one of the nation's 290 Phi Beta Kappa chapters. The community also enjoys Greek life and 19 NCAA Division I athletic teams.

Wofford's priorities increasingly reflect commitments to diversity, inclusivity and coalition building. Created spring of 2015, the president's Diversity, Equity and Inclusion Committee has executed the recommendations of Wofford's 2014 strategic vision plan: to increase the diversity of students, faculty and staff, to support programming and policy geared toward equity and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Working alongside Wofford's Center for Community-Based Learning, the committee has helped Wofford restructure campus leadership, develop diversity training for faculty and staff, increase geographic, racial, ethnic, socioeconomic and LGBTQQIA representation and increase funding for diversity-related programming.

ABOUT SPARTANBURG:

Spartanburg is located in upstate South Carolina, 30 miles east of Greenville, S.C., an hour from Charlotte, N.C., and three hours east of Atlanta, Ga.. Historic Charleston and the South Carolina coast are three hours away, and Wofford sits an hour south of the artistic, culinary hub of Asheville, N.C. Spartanburg is a growing, diverse community that supports six college and university campuses along with numerous civic arts and cultural associations. It became the first city in South Carolina to join the Government Alliance on Race and Equity and, in 2012, became one of five cities nationally to participate in the 10-year Wellville program, a national nonprofit initiative dedicated to improving equitable well-being in U.S. cities. Spartanburg and Wofford partner on multiple community equity initiatives, including the Northside Project, which has brought together a diverse group of citizens to revitalize a neighborhood in ways that don't reproduce the harm of earlier urban renewal programs.

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 basis 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 for qualified individuals with disabilities for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

COMPLIANCE WITH TITLE IX:

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 using the contact information below.

Internal Inquiry

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

External Inquiry

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>