



Assistant Director for Residential Learning

Wofford College invites applications for the assistant director for residential learning. Reporting directly to the assistant dean of students, the assistant director for residential learning is an integral member of the staff of the Division of Campus Life & Student Development (CLSD). The assistant director is responsible for the day-to-day administration of the residential education program. The assistant director will encourage a supportive and inclusive environment aligned with the values of Wofford College.

The assistant director is a 12-month, full-time appointment. 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 evenings and weekends, contingent on campus activities and special events. Minimal working hours will be 40 per week.

RESPONSIBILITIES:

Residential education – 35%

- Broadly oversee the residential education program, including the RA staff and cocurricular programming, primarily through the supervision of two professional residence life coordinators.
- Oversee the recruitment, selection and training of resident assistants.
- Act as supervisor on record for resident assistants, ensuring the completion of payroll and employment forms.
- Serve as the primary advisor to the RA leadership team.
- Oversee residence life components of living-learning communities and other academic initiatives, effectively fostering the expansion of these programs.

Housing operations and administration – 30%

- Provide excellent customer service to members of the community engaging with the Office of Residence Life through walk-ins, phone calls and the departmental email (reslife@wofford.edu).
- Assist students with roommate concerns, room change requests and other housing issues.
- Assist with aspects of housing operations, including housing lottery, housing assignments, roommate assignments and hall opening and closing as needed; ensuring that housing information is disseminated clearly and efficiently.
- Serve as a general system administrator for eRezLife software, with a primary focus on residence education components.

Student Conduct – 25%

- Uphold and enforce applicable laws as well as college and office policies.
- 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.

- Oversee administrative aspects of residential conduct including management of cases, IRs, CRFs and sanctions using Maxient conduct software.

Campus Life & Student Development – 10%

- Serve on the CLSD programming committee and other college committees as assigned.
- Contribute to a healthy and positive workplace by supporting campus colleagues and CLSD programs and events.
- Serve in the CLSD on-call rotation.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Master’s degree in higher education, student affairs or related field AND minimum of two years of experience working in residence life, student development or closely related fields (intern/graduate experience will be considered); **OR** equivalent combination of education and experience.
- Effective computer proficiency and knowledge of Microsoft Office applications.
- Demonstrated ability to multi-task and respond effectively in high-stress or crisis situations.
- Demonstrated aptitude for working and communicating effectively in a professional manner.
- Demonstrated commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student populations.

PREFERRED QUALIFICATIONS:

- Experience with housing/residence life software (direct experience with eRezLife is highly desirable).
- Effective experience with living-learning communities and other residence life/academic partnerships.
- Experience in an on-call rotation and/or with crisis response.
- Knowledge of relevant higher education applications and software (including Banner).
- Demonstrated commitment to the values and goals of a residential liberal arts college.

APPLICATION:

Application materials must be submitted electronically to reslife@wofford.edu, with the subject line “Assistant Director Application.” Applications 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 Friday, Dec. 17.

ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 19 NCAA Division I athletics teams.

ABOUT SPARTANBURG:

Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford's campus. To learn more about Spartanburg, visit onespartanburginc.org.

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, 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 local laws. For information about Wofford's Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.