Assistant Director for Residential Learning
Wofford College

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.

SALARY AND 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, 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, 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.

TITLE IX COMPLIANCE:
Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment and retaliation. 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.

Inquiries related to the application of Title IX at Wofford College can be made as follows:

Wofford College
Matthew Hammett
Director for Civil Rights, Title IX Compliance and Student Risk Assessment
Title IX Coordinator
429 North Church Street
Snyder House
Spartanburg, SC 29303
864-597-4048
hammettmk@wofford.edu

External Inquiry
DISCRIMINATION, HARASSMENT AND TITLE IX REPORTING:
Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford’s Title IX coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources, and accessing support with academics, housing and/or employment.

Individuals may also submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the college’s ability to address reports.

All reports will be reviewed and addressed using Wofford’s Nondiscrimination and Anti-Harassment Policy and Procedures.