



Where
thought
leads.

Residence Life Coordinator

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

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 1,875 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive 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 20 NCAA Division I athletics teams.

Wofford College invites applications for Residence Life Coordinator. Under the supervision of the Director of Residence Life and a coordinating supervisor from the Division of Campus Life and Student Development (CLSD), a Residence Life Coordinator (RLC) provides direct support to the residential experience and larger campus community through supervision of a residential area and work with a coordinating assignment.

The RLC position is a 12-month, non-exempt full-time appointment. Normal hours are 8:30 a.m.-5 p.m. Monday through Friday. However, hours will vary widely to include working evenings and weekends, contingent on on-call schedule and campus events. Minimal working hours will be 40 per week.

RESPONSIBILITIES

Residence Life:

- Develop and supervise activities and events designed to enhance the residential experience and complement in-class learning; maintain a sense of community within the halls by upholding college policies.
- Supervise assigned student workers (typically a staff of 10 student resident assistants), facilitate staff meetings and conduct regular one-on-ones, assist in the recruitment, selection and training of resident assistants.
- Utilize eRezLife software and other computer applications to maintain administrative records for assigned residential areas.
- Assist with other housing and administrative functions as needed, including opening and closing of residence halls, health and safety inspections, key management and more.
- Provide excellent customer service to students, families and other community members.
- Participate in the Coordinator on-call rotation through the Office of Residence Life, including weeknight and weekend coverage; respond to crisis and emergency situations, as necessary.

- Adhere to College policies and practices in matters of student administration, including handling of confidential student information.
- Assist with major college events such as but not limited to First-Year Orientation, Family Weekend, Homecoming and Commencement.
- Other duties as assigned.

Coordinating Position:

Each RLC will be assigned one coordinating position. In this coordinating position, the RLC will work with a supervisor in CLSD to receive support, training and experience. Coordinating assignments include Housing Operations and Communication, Residential Leadership and Education, Campus Recreations and Intramurals, and Campus Life Operations. Coordinating assignments can vary from year to year.

- RLC for Housing Operations and Communication
 - Assist with the construction, communication and implementation of the housing lottery. This includes, emails, roommate matching events, tabling and informational sessions.
 - Hire, supervise and train Central Office desk workers.
 - Organize and manage check in and check out processes.
 - Oversee housing processes including late stay/early arrival and room changes.
 - Assist with planning training of HRAs and RAs.
 - Assist with planning RA recruitment and selection and manage the selection process in Erezlife.
- RLC for Residential Leadership and Education
 - Create programming resources for each RA programming block.
 - Plan, schedule and implement RA and HRA training.
 - Create a timeline and recruitment plan for RA selection and lead communication and scheduling with RA candidates.
 - Supervise the RA Leadership Team, meeting biweekly with the student leaders to provide ongoing development and engagement in the department.
 - Assist with promoting departmental initiatives through department social media.
 - Plan and implement ongoing training for RA staff during monthly all-staff meetings.
 - Plan department events, including the new RA luncheon and RA banquet.
- RLC for Campus Recreations and Intramurals
 - Hire, train and manage officials and official supervisors.
 - Develop a robust calendar of intramural activities for students and organize the scheduling and communication around these events.
 - Reserve spaces for intermural events and collaborate with Athletics about shared spaces.
 - Keep track of resource needs for intramurals and restock inventory as appropriate.
 - Compile fitness class opportunities for students to participate in throughout the year.
 - Work with peer institutions to provide collaborative programming opportunities for students.
- RLC for Student Involvement Operations
 - Supervise, hire and train approximately 25 student workers for the Fitness Center.
 - Complete walkthroughs and assist in maintaining non-residential shared spaces on campus.
 - Assist with planning, preparation and execution for campus-wide events.

- Collaborate with other Campus Life and Student Development staff members to plan and execute campus programs; assist with events and activities hosted by the Office of Campus Life and Student Development and related offices.
- Assist the college in creating a campus climate that is inclusive and welcoming to students, especially students from marginalized and historically disadvantaged populations.

QUALIFICATIONS

The ideal candidate will have a bachelor's degree from an accredited institution; demonstrated aptitude for working and communicating effectively in a professional manner; demonstrated ability to multi-task and respond effectively in high-stress situations; demonstrated commitment to fostering a diverse educational environment and workplace, and an ability to work effectively with diverse faculty and student populations. The preferred candidate will be proficient in Microsoft Office applications; have experience in an on-call rotation and/or with crisis response; demonstrated commitment to the values and goals of a residential liberal arts college; and experience with housing/occupancy management software (direct experience with eRezLife is highly desirable).

APPLICATION

Application materials must be submitted electronically to RLC@wofford.edu, with the subject line "RLC Application" followed by your first and last name. Priority review will be given to those applicants who apply by April 12. Application materials should include: (1) a cover letter explaining your interest in the position, (2) a current resume and (3) the names and contact information for three professional references.

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.