



### **Residence Life Coordinator for Student Development – Recreation and Intramurals**

Wofford College invites applications for a residence life coordinator for student development – recreation and intramurals in the Division of Campus Life and Student Development.

The Division of Campus Life and Student Development is committed to and focused on creating and sustaining an environment that enhances learning, student engagement and multicultural understanding to further Wofford's mission to prepare its students for a global society. Under the supervision of the associate dean of students for student development, the residence life coordinator for student development provides direct support to the campus community through the development of student organizations, programming and mentoring.

The residence life coordinator for student development is a 10-month, full-time appointment from Aug. 1 to May 31 and reappointment is contingent upon an annual satisfactory performance evaluation. The residence life coordinator for student development is to be an active campus and community leader for students. 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 on student activities and events. Minimal working hours will be 40 hours per week.

#### **POSITION RESPONSIBILITIES:**

- Working as an active member of the campus life/student development staff.
- Planning, organizing, promoting and actively supervising a comprehensive intramural program to encompass:
  1. Training and overseeing work-study students, student officials/workers.
  2. Coordinating the use of college facilities used for intramurals and recreation.
  3. Organizing team sports such as basketball, flag football, soccer, softball and volleyball.
  4. Arrange individual sports competitions and tournaments such as tennis, racquetball, billiards, ping-pong and chess.
  5. Develop and manage intramural activities year 'round.
  6. Create an annual or bi-annual recognition/awards/ banquet for the program.
- Planning, coordinating and directing a broad range of interactive recreation events.
- Developing a range of non-credit activity classes such as yoga/aerobics/dance.
- Working cooperatively with members of the Campus Safety staff, the resident directors, athletic staff, director of conference service and faculty.
- Assisting with special programs such as Orientation, Family, Homecoming, Spring and Commencement weekends.

- Participating 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.
- Adhering to college policies and practices in matters of student administration, including handling of confidential student information.
- Other duties as assigned.

**QUALIFICATIONS:**

A highly successful candidate will have a bachelor's degree in related field and show an aptitude for communicating effectively in a professional manner with a diverse population of students, faculty and administrators, and have a demonstrable ability to multi-task and respond effectively in high-stress or crisis situations. Preference will be provided for candidates with a demonstrated knowledge of the environment of a small, residential liberal arts college and a willingness to commit to the mission and goals of Wofford College.

**COMPENSATION AND BENEFITS:**

The residence life coordinator is expected to live on campus; thus, compensation includes a gross living stipend of \$1,800 (paid monthly), a semi-furnished apartment on or near campus (including paid utilities, high-speed internet and cable TV), and additional living accommodations that include: the regular meal plan for campus dining options; access to free campus laundry services; free campus parking; and free admission to home athletic events. This appointment also is eligible for comprehensive major medical health insurance and other fringes.

**APPLICATION:**

Application materials must be submitted electronically to [lemerebj@wofford.edu](mailto:lemerebj@wofford.edu), with the subject line "Coordinator for Student Development – Recreation and Intramurals." 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 August 25, 2021.

**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](mailto:HumanResources@Wofford.edu).

**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](http://www.wofford.edu/titleix). Inquiries related to the application of Title IX at Wofford are as follows:

Wofford College:  
Matthew Hammett  
Director, Civil Rights, Title IX, & Student Risk Assessment  
429 N. Church St.  
Spartanburg, SC 29303  
(864) 597-4047  
[hammettmk@wofford.edu](mailto:hammettmk@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](mailto:OCR@ed.gov) / <https://ed.gov/ocr>