



Residence Life Coordinator for Student Development

Wofford College invites applications for a residence life coordinator for student development 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:

- 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.
- Work closely with the director of student activities and the Mungo Student Center. Assist in planning and implementation of student events year-round in the Mungo Student Center and other locations on and off campus.
- Create a supportive, inclusive, highly communicative and collaborative space for students.
- Assist in supervision of meetings and events for Wofford Activities Council (WAC), Wofford Athletics and Recreation (WAR) and Wofford Live.
- Assist the director of inclusive engagement with organizations, clubs and groups.
- Assist the director of inclusive engagement with managing social media accounts for the Division of Campus Life and Student Development.
- Develop, implement and assess student programs and document those assessments.
- Supervise student staff in planning and facilitating student engagement programs, activities and opportunities, and conduct evaluations of the student staff's performance.
- Collaborate with campus partners and services that contribute to student success, academic achievement and retention.
- Assist the college in creating a campus climate that is inclusive and welcoming to students, especially students from marginalized and historically disadvantaged populations.
- Serve as a contributing member to committees and task forces.
- Assist with college programs, including, but not limited to, Orientation, Family Weekend, Homecoming and Commencement.
- May collaborate with the Office of Fraternity and Sorority Life.
- 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.
- 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, with the subject line "Coordinator for Student Development Application." 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 Aug. 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.

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. 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

External inquiry:

Office for Civil Rights (OCR)
 U.S. Department of Education
 400 Maryland Ave. SW
 Washington, D.C. 20202-1100
 (800) 421-3481
OCR@ed.gov / <https://ed.gov/ocr>