



Wingate University Assistant Director of Residence Life

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,400 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 540 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu.

Position Title: Assistant Director of Residence Life

Position Location: Wingate Main Campus

Position Summary: The Office of Residence Life is hiring an Assistant Director of Residence Life – Upper-Class Experience. Wingate University is a residential campus with over 2,200 undergraduate and graduate beds that Residence Life oversees. The Assistant Directors provide direct leadership and supervision for the Graduate Resident Directors in their respective areas, and promote student learning and success through working collaboratively with campus partners and Residence Life staff. The Assistant Directors are responsible for facilitating student development through individual student interactions, establishing community within residential areas, and developing leadership skills to assigned staff. This is a full-time, live-in staff position.

Duties and Responsibilities:

- Train, supervise, support, and evaluate a staff of Graduate Resident Directors.
- Oversee the development, planning, and implementation of a comprehensive student staff training program, including the beginning of semester and monthly in-service gatherings. Also oversee the recruitment and selection processes for student and graduate staff.
- Lead departmental efforts to develop and strengthen the student living experience.
- Assist with housing operations for your designated area of campus. This includes ensuring that room condition reports, key management, and room changes are completed correctly and in a timely manner.
- Oversight of area safety operations (health and safety inspections, fire drills, etc). Primary lead for maintenance and upkeep for the areas you oversee, including collaborating with maintenance about damage and/or maintenance, groundskeeping, and housekeeping needs.
- Case management, including names from BIT team, students needing follow-up from Maxient reports, etc. Meet with residents to discuss behaviors, referring and following-up as needed. Coordinate efforts with RDs. Assist with the University conduct process; administrate community standards hearings.
- Maintain a strong presence in campus housing by interacting and building strong, positive relationships with residents, custodial staff, and student staff.
- Serve in on-call rotation to provide leadership during emergency or crisis situations in cooperation with Campus Safety.
- Regular, predictable attendance on campus.

- Alignment with University mission, vision, and strategic roadmap.
- Other job duties/responsibilities may be assigned.

Qualifications and Experience:

- Bachelor's degree required; Master's degree preferred.
- Previous experience in residence life is preferred.
- Collaborative, team-builder, and good communicator.
- Willingness to work individually and in groups to support success of students individually and collectively.
- Commitment to inclusion and diversity and to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at careers@wingate.edu. In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. At this time, we are currently seeking candidates with legal authorization to work in the U.S.