



ASSISTANT VICE PRESIDENT OF CAMPUS LIFE,  
AND DEAN OF RESIDENCE LIFE AND HOUSING

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DIVISION OF CAMPUS LIFE



WAKE FOREST  
UNIVERSITY

Review of applications will begin March 22, 2019  
and continue until the position is filled.

## APPLY

Direct all inquiries to Kriss Dinkins at  
[dinkinrk@wfu.edu](mailto:dinkinrk@wfu.edu) or 336-758-2459.





## **TABLE OF CONTENTS**

[About Wake Forest University](#)

[Diversity & Inclusion at Wake Forest](#)

[University Leadership](#)

[Division of Campus Life](#)

[Office of Residence Life and Housing](#)

[About the Role](#)

[Living in Winston-Salem](#)

[Application Process](#)



# ABOUT WAKE FOREST



Wake Forest University, formed in 1834, has experienced decades of growth and innovation. Wake Forest is a distinctive university that combines a liberal arts core with graduate and professional schools and innovative research programs. The University embraces the teacher-scholar ideal, which prizes the personal interaction between students and faculty. It is a place where exceptional teaching, fundamental research and discovery, and the engagement of faculty and students in the classroom and the laboratory are paramount.

Wake Forest University is a community of men and women that seeks the enlightenment and freedom which come through diligent study and learning. Its higher goal, however, is to give life to the University motto “Pro Humanitate,” as members translate a passion for knowledge into compassionate service. The community shares a tradition that embraces freedom and integrity and acknowledges the worth of the individual. The heritage, established by the school’s founders and nurtured by succeeding generations, promotes a democratic spirit arising from open-mindedness and discourse. Wake Forest fosters compassion and caring for others. Its collective strength and character are derived from the values and distinctive experiences of each individual; therefore, it affirms the richness of human intellect and culture and its contribution to knowledge, faith, reason, and

dialogue. Furthermore, it strives toward a society in which good will, respect, and equality prevail. To that end, Wake Forest University rejects hatred and bigotry in any form and promotes justice, honor, and mutual trust.

The University is comprised of the Undergraduate College, Graduate School of Arts and Sciences, School of Business, School of Divinity, School of Law, and School of Medicine. Total University enrollment is 8,116 students including about 5,102 undergraduates and 3,014 students in graduate and professional schools. Students at Wake Forest University enjoy a great deal of access to and interaction with world-class faculty both in and out of the classroom setting with a student-faculty ratio of 11:1.

Wake Forest is a collegiate university offering a vibrant, intellectual community with a rich cultural life, an impressive array of facilities, and a strong athletics program competing in the fifteen-team Atlantic Coast Conference (ACC). Since its founding, the university has adopted the motto “pro humanitate,” which is exemplified by a deep institutional commitment to public service and engagement with the world. Wake Forest has a strong commitment to holistic, eight-dimensional wellbeing for students, faculty and staff as evidenced in the Thrive initiative.

# ABOUT WAKE FOREST

## Mission

Wake Forest is a distinctive university that combines a liberal arts core with graduate and professional schools and innovative research programs. The University embraces the teacher-scholar ideal, prizing personal interaction between students and faculty. It is a place where exceptional teaching, fundamental research and discovery, and the engagement of faculty and students in the classroom and the laboratory are paramount.

The University continues to fulfill its ideal of a more diverse learning community, providing students an example of the world they will be called upon to lead. The University sustains a vibrant residential community with a broad-based program of service and extracurricular activities. The University recognizes the benefits of intercollegiate athletics conducted with integrity and at the highest level.

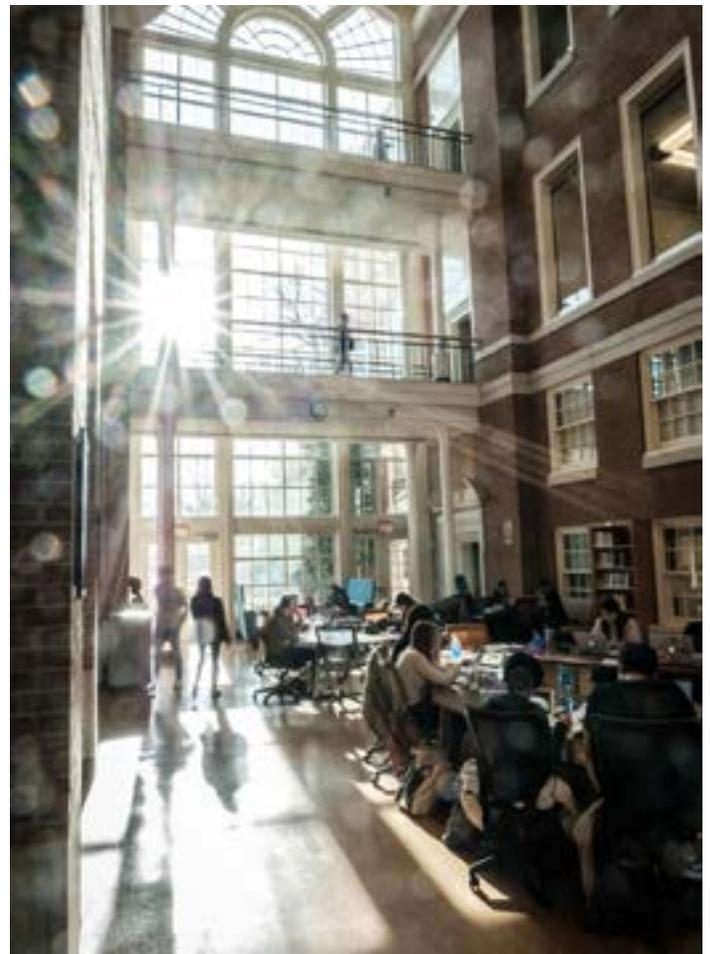
Central to its mission, the University believes in the development of the whole person – intellectual, moral, spiritual and physical. From its rich religious heritage, Wake Forest is committed to sustaining an environment where vital beliefs and faith traditions can engage secular thought in a climate of academic freedom and an unfettered search for truth. The University embraces the challenges of religious pluralism.

While national in scope, the university has been shaped by a culture that is distinctively North Carolinian. This history provides it with a sense of place and community responsibility. In extending its reach, the University has made a priority of international study and international understanding. Wake Forest seeks to be a place where a vibrant and diverse learning community weds knowledge, experiences and service that lift the human spirit.

## Vision

Wake Forest University aspires to:

- Emphasize exceptional teaching, discovery, and student engagement within a dynamic academic community;
- Integrate the intimacy of an undergraduate liberal arts college with the academic vitality of a research university;
- Become a crossroads of discussion on the important national and international issues of our time;
- Attract a diverse community of the brightest educators and students from throughout the country and the world; and
- Link intellectual curiosity, moral reflection and a commitment to service, shaping ethically informed leaders to serve humanity.



# DIVERSITY & INCLUSION AT WAKE FOREST

Wake Forest believes in providing a diverse learning community to develop the whole person – intellectually, morally, spiritually and physically. Our motto, Pro Humanitate, and our mission for academic excellence guide the university’s intellectual and co-curricular pursuits. It also reflects the university’s emphasis on the importance of values, ideals, and community service. The heightened awareness and acceptance of difference through diversity and inclusion initiatives underscores the university’s commitment to make sure we shape informed leaders ready to serve humanity.

Diversity and inclusion creates engagement. When diversity and inclusion are practiced, faculty, staff and students demonstrate engagement by promoting the university, supporting the mission and committing to do their best. Wake Forest maintains a diverse and inclusive environment to enable all participants to contribute their full potential in pursuit of University objectives and personal success. This involves celebrating various cultures, religions, ethnicities and protected social identities in our community; infusing inclusive excellence into our faculty initiatives; offering curricula that are reflective of a global society; and developing intercultural education programs that equip our students, faculty and staff with skills and knowledge to become global citizens.

We understand it is imperative to provide students an example of the world they will be called upon to lead. Our students must learn to respect others, appreciate and understand diversity and value differences as positive keys to the academic, socio-political and economic stability of this country and the world. The United States population comprises only five percent of the global population. To this end, affirming diversity, inclusion, equity, and intercultural education is an important measure to ensure the Wake Forest community remains strong and relevant in a time when demographics and global society are shifting dramatically. We want our students, faculty, and staff to possess the necessary attributes to influence individuals, groups, organizations, and systems that are unlike their own.



# DIVERSITY & INCLUSION AT WAKE FOREST



How we achieve diversity and inclusion at Wake Forest:

**Leadership** - Wake Forest has a leadership infrastructure comprised of faculty, administrators, and staff that informs institutional policies and organizational structures around diversity and inclusion. Sustainability of any diversity and inclusion ethos occurs only when the most senior leaders, governance groups, advisory councils, academic administrators, and faculty are involved in the formulation and administration of the Diversity and Inclusion blueprint. We work collaboratively to create a campus culture that transforms the driving assumptions underlying our policies, the allocation of resources, and the synthesis of institutional practices to assure our increasingly diverse population receives equitable treatment.

**Intercultural Education and Engagement** - We require cultural diversity courses as part of the curriculum to better equip students, faculty, and staff with the knowledge and critical thinking skills necessary to contribute to a global society. Our efforts to create a campus community that cultivates cultural intelligence and to build trust around our differences occurs through faculty and staff programming such as our signature GateKeepers Workshop Initiative that develops cross-cultural communication and conflict management skills, LGBTQ Safe Zone Training, Academic Leaders' Professional Development Workshops, Intercultural Development Inventory (IDI) Workshops, Maximizing Inclusion Minimizing Apathy, among countless other initiatives.

**Support Services** - We believe in equity, not just equality. We understand that in order to develop a fully engaged constituency; individuals must receive equitable treatment instead of equal treatment. Establishing equality means treating everyone the same. Equity necessitates transforming our campus community to meet the needs, interests and cultural norms of our students, faculty, and staff. Wake Forest provides the resources and an environment to support and manage success across all groups, regardless of race/ethnicity, gender, age, sexual orientation, disability and religion.

# UNIVERSITY LEADERSHIP



## Dr. Nathan O. Hatch, President

Dr. Nathan O. Hatch became Wake Forest's 13th president on July 1, 2005. While at the helm, U.S. News and World Report named Wake Forest 23rd among 281 national universities – the highest ever ranking for the University.

As chief executive of the University, he has spearheaded comprehensive strategic planning efforts and strengthened Wake Forest's distinctive commitments to the teacher-scholar model and the education of the whole person.



## Hof Milam, Executive Vice President

Mr. Hof Milam began work as Senior Vice President for Finance and Administration and Chief Financial Officer for the University in December 2010, and was named Executive Vice President in January 2015. Prior to joining the University, Mr. Milam worked as the vice president for finance and treasurer at Duke University, and held leadership positions at the School of Medicine and at QualChoice of North Carolina. In addition to overseeing the University's financial operations, Mr. Milam is responsible for several administrative operations, including human resources, facilities and campus services, information systems, and the University's real estate and business operations.



## Dr. Penny Rue, Vice President for Campus Life

Dr. Penny Rue joined Wake Forest University as Vice President for Campus Life and Professor of Counseling in July 2013, with broad responsibility for the safety and wellbeing of students and their education outside the classroom.

Dr. Rue served as Vice Chancellor-Student Affairs at the University of California, San Diego for six years. She previously served as Dean of Students at the University of Virginia, as Senior Associate Dean of Students at Georgetown University, and as Georgetown's Director of Student Programs.

Earlier in her career she held posts at the University of Maryland and the University of North Carolina at Chapel Hill. Her doctorate is in Counseling and Personnel Services from the University of Maryland, where her research focused on a conceptual study of community on the college campus. Rue has taught in the San Diego State University Master's Program in Student Affairs and in the Higher Education doctoral program at the University of Virginia. She has a Master's degree in Student Personnel Services from The Ohio State University and an A.B. magna cum laude in English and Religion from Duke University.

In 2011, Dr. Rue was named a Pillar of the Profession by the NASPA Foundation. In 2017, she was chosen to serve as the most distinguished volunteer leadership role in her field – Board Chair-Elect of NASPA, the leading association for student affairs professionals.

# UNIVERSITY LEADERSHIP



## **Dr. Rogan Kersh, Provost**

Dr. Rogan Kersh became the fifth provost in Wake Forest history when he was appointed the University's chief academic officer in July 2012. In addition to overseeing Wake Forest's undergraduate and graduate academic programs, Dr. Kersh serves as professor of political science, keeping one foot in the classroom as a dedicated teacher-scholar in Wake Forest's unique one-on-one approach to education.



## **Dr. Michele Gillespie, Dean of the College**

Dr. Michele Gillespie, Presidential Endowed Chair of Southern History, was appointed Dean of the College with academic oversight for the Undergraduate School of Arts and Sciences on July 1, 2015. She was named Kahle Family Professor of History in 2003, and she was the first Wake Forest faculty member to be honored with an endowed Presidential chair in 2013. Her most recent book, "Katharine and R.J. Reynolds: Partners of Fortune in the Making of the New South," presents 10 years of in-depth research on industry titan R.J. Reynolds and his progressive wife Katharine Reynolds, on whose 300 acres of property Wake Forest now stands.



## **Dr. José Villalba, Vice President for Diversity and Inclusion**

José A. Villalba is the Vice President for Diversity and Inclusion and Chief Diversity Officer. Prior to his current position, he served as Senior Associate Dean for Faculty, Evaluation, and Inclusivity in the Office of the Dean of the College. Villalba is also a professor of Counseling. He has been affiliated with the Department of Counseling since arriving at Wake Forest in 2011, and served as its first coordinator of the Minor in Health and Human Services.



# DIVISION OF CAMPUS LIFE

Campus Life at Wake Forest represents a journey that seeks to engage students in experiences that broaden the mind, strengthen the body, and inspire the spirit. Opportunities for such experiences abound at Wake Forest. In collaboration with student leaders, the offices of student life aim to enrich the lives of students through meaningful engagement in student organizations, service learning, campus activities, community and civic engagement, recreation, and leadership development.

The Division of Campus Life encompasses the following departments:

- Campus Life Finance and Operations
- Campus Recreation
- Dean of Students
- Learning Assistance Center & Disability Services
- Office of the Chaplain
- Office of Residence Life and Housing
- Office of Wellbeing
- Student Health Service
- Title IX
- University Counseling Center
- University Police

Professionals in these offices are devoted to assuring that students take advantage of their time at Wake Forest in ways that explore their full potential for growth and learning within a nurturing environment that promotes meaningful connections with our community and allows students to consider and realize their future aspirations. These professionals serve as teachers, advisors, coaches, counselors, physicians, and mentors in a variety of settings.

The Division of Campus Life relies upon student leadership to fulfill its mission. Student leaders are instrumental in shaping and sustaining a vibrant, responsible, and friendly campus ethos. They serve as resident advisors, peer mentors, office interns, student union organizers, referees, members of the honor council, volunteer service coordinators, and leaders of a wide variety of student organizations. Through such partnerships students and staff work together to sustain the human networks that strengthen and sustain our community.

Learn more about the Division of Campus Life at [campuslife.wfu.edu](http://campuslife.wfu.edu).



## Strategic Directions

- Lead a comprehensive approach to student and community wellbeing
- Cultivate an inclusive community where all students feel a sense of belonging and are valued contributing members
- Prepare students to lead in a diverse environment with cultural humility
- Foster a culture of peer engagement, leadership, and accountability
- Promote operational excellence in all systems and processes



*Preparing students to lead lives of meaning and purpose.*



# OFFICE OF RESIDENCE LIFE AND HOUSING

Wake Forest's student experience is centered around vibrant residential communities. In these spaces, the University provides an opportunity for the exchange of ideas, an atmosphere to integrate learning, and a comfortable setting for students' development as social beings. Along with our colleagues across our campus, Residence Life and Housing works to assist the University in fulfilling its ideal of a more diverse learning community, providing students an example of the world they will be called upon to lead.



## Residency Requirement & Housing Guarantee

Wake Forest has a six-semester residency requirement and is one of the few universities in the country that guarantees housing to students in good standing for eight semesters.

## Residential Facilities

Our residence halls double as memory factories. Within their walls friendships are made, experience is gained, and unwinding is rampant. With the opening of Maya Angelou Hall in January 2017, nearly one of every four resident rooms on campus has been built or renovated within 10 years. Learn more about the residential facilities in the Wake Forest University [Housing Master Plan](#).

## Mission

The Office of Residence Life and Housing fosters secure, comfortable, inclusive, and engaging learning communities which prepare students to lead lives of meaning and purpose.

## Outcomes

As members of vibrant and diverse residential learning communities, Wake Forest students will:

- Find an authentic sense of belonging.
- Successfully navigate citizenship within diverse communities.
- Develop the skills, knowledge, and perspective to maintain a healthy, balanced life.
- Exhibit responsibility for self, others, property, and the environment.



# OFFICE OF RESIDENCE LIFE AND HOUSING

## Assessment

The Office continues to build a culture of assessment. Historically, the department has administered the Skyfactor (EBI)/ACUHO-I Resident Assessment and the NASPA Consortium Residence Life Benchmark in alternating years. These assessments are distributed to all residential students and the data gathered directs future year initiatives and goals.

## By the Numbers

**4,000+** beds

**1M+** square feet of residential space

**\$35M+** budget oversight

**150** undergraduate student staff

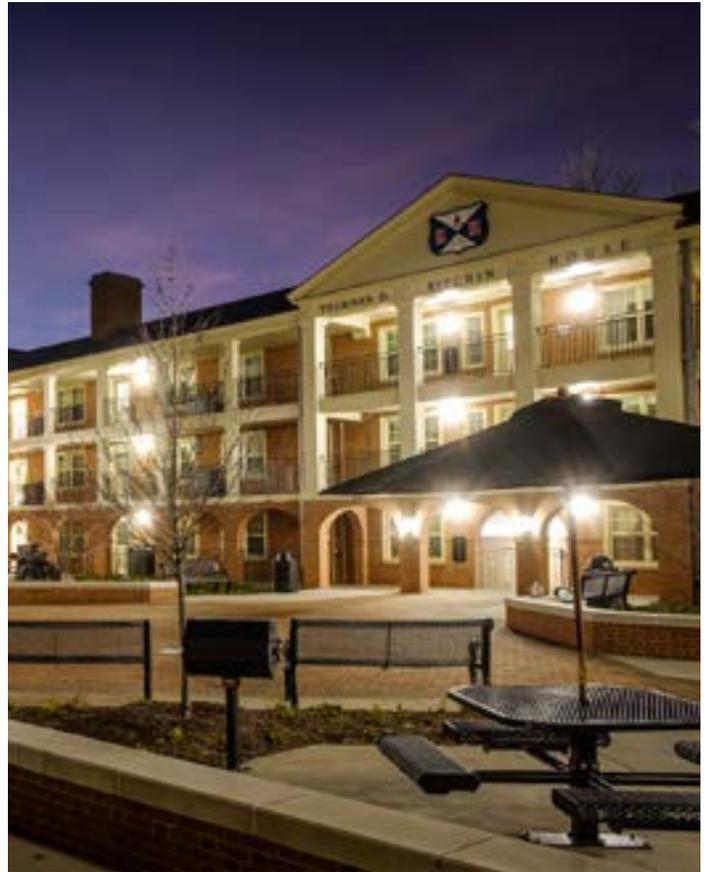
**25** graduate student staff

**25** professional staff

**4** direct reports

**1,200+** cameras

**1,600+** card readers



## Resident Feedback

Our residents shared the following data with us. The data was collected using the 2017-18 Skyfactor/ACUHO-I Resident Assessment.

- 84% of residents indicated that living on campus positively contributed to their learning.
- 84% of residents reported feeling moderately or very satisfied with safety in the residence halls.
- 81% of residents said that living on campus positively contributed to their sense of belonging.
- 81% of residents reported being overall satisfied with their on-campus living experience.
- 80% of residents indicated that living on campus positively contributed to their academic performance.
- 78% of residents reported feeling moderately or very satisfied with their student staff member (i.e. Resident Adviser).



# OFFICE OF RESIDENCE LIFE AND HOUSING

## Unit Overviews

**Residence Life** - The residential living and learning experience at Wake Forest University is seamlessly woven together within the Office of Residence Life and Housing. As educators, the live-in Residence Life team works to provide direction for student learning and academic success by managing and coordinating the administrative, supervisory, programmatic efforts, and conduct for our residential communities. This team is charged with the development of safe and inclusive communities for living and learning that foster academic success. They achieve this by supervising graduate hall staff, student support staff, and advising student leadership groups, as well as serving in an on call duty rotation with other professional staff members. This team oversees our undergraduate Resident Advisers (132) and Graduate Hall Directors (16). The Residence Life unit is also responsible for the recruitment, training, and continued education of our paraprofessional staff. These staff oversee our Residential Engagement Communities, partnership with the Faculty Fellows program, and other programmatic and academic initiatives. As we move into 2019-20 and beyond, our Residence Life team will be a critical part of the Office's charge to explore Residential Colleges and expansion of the Faculty Fellows program to our upperclass areas. The Residence Life team reports to the Director of Residence Life.



**Assignments** - The Assignments area within the Office covers on-campus assignments, off-campus housing management, town/gown relationships, and software management. Specifically, Assignments utilizes StarRez as our housing software program to manage 4000+ on-campus assignments, 800+ off-campus assignments (registration and approval of off-campus, non-WFU property addresses) and applications for students studying away from campus. The Assignments team reports to the Director of Residence Life.

The University Area Community Partnership, an university, city, and neighborhood association group formed in 1998, is chaired by the Coordinator of Assignments and Off-Campus Housing. This partnership includes city agencies (Winston-Salem Police, City Housing Authority, and City Council representatives), University departments (Residence Life and Housing, Dean of Students and WFU Police Department), and representatives from neighborhood associations adjacent to campus. This group meets quarterly to discuss issues and opportunities surrounding neighbor, university, and student relations.

**Budget** - Our Financial Manager and Financial Assistant are responsible for the oversight of our \$35M+ budget. Our Budget team manages purchasing and requisitions for the Office, works closely with partners on planning for projects and other improvements to the residential experience,



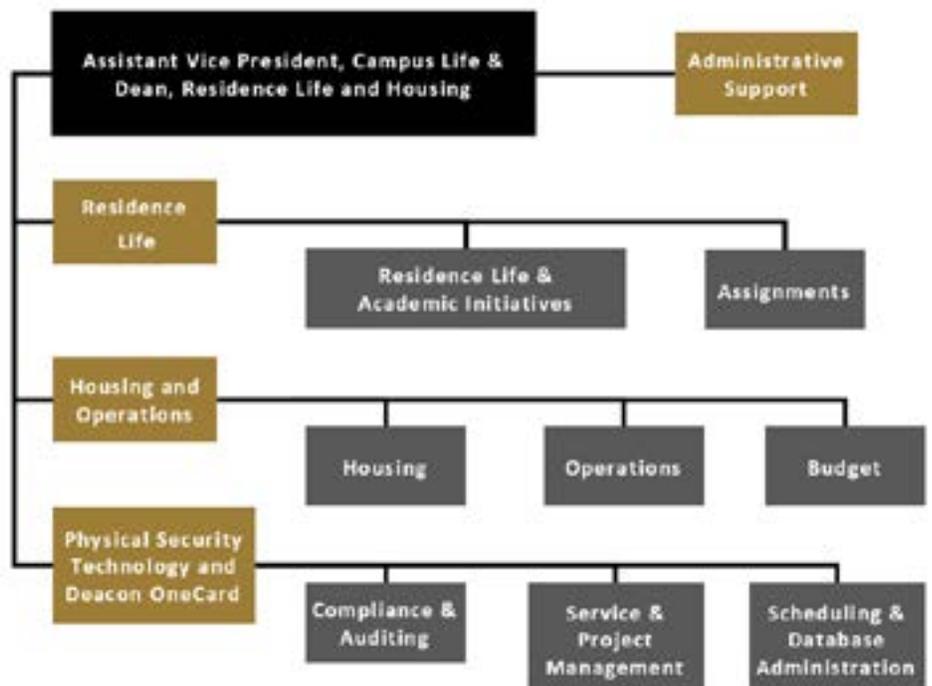
# OFFICE OF RESIDENCE LIFE AND HOUSING

and collaborates closely with the Directors and University Budget Office on multi-year budget projections and planning. The Budget team reports to the Director of Housing Operations.

**Housing** - Continued renewal and renovation of facilities remains a priority for our Office. The Housing team is charged with the day-to-day oversight and management of housing and facility related operations in the Department. This team serves as the primary liaison to Facilities and Campus Services. Additionally, the Housing team oversees the areas of keys, laundry, vandalism, and pest management. In conjunction with our Operations team, Housing works to coordinate the transition our facilities from academic year housing to and from summer camps and conferences, thereby maximizing building use and revenue for the University. Our housing team works closely with a number of partners to ensure our students have a positive residential experience. The Housing team reports to the Director of Housing Operations.

**Operations** - The Operations team is responsible for the areas of communications, marketing, technology, assessment, and reporting. Operations is responsible for the department's processes including opening, move-in, inspections, break closings, move-out, and closing. Operations also focuses on telling the Office's story via social media, website, and publications. This unit is also responsible for marketing and communication support to the Division of Campus Life. The Operations team reports to the Director of Housing Operations.

**Physical Security Technology and Deacon OneCard** - The Physical Security Technology and Deacon OneCard Office is charged with the oversight and continued improvement of the University's card access and camera systems and is responsible for the selection, purchase, installation, maintenance, and operation of card readers, cameras, alarm devices, and automated door systems. This team works closely with campus partners including University Police and Facilities & Campus Services to respond to issues but also proactively advance campus security. The Physical Security Technology and Deacon OneCard Office reports to the Assistant Vice President of Campus Life and Dean of Residence Life and Housing.



# ABOUT THE ROLE

## **Responsibilities of the Position**

The Assistant Vice President of Campus Life and Dean of Residence Life and Housing reports to the Vice President for Campus Life. The Dean of Residence Life and Housing oversees, supervises, and administers the programs and operations of the following departmental units: Residence Life, Housing, and Physical Security Technology/Deacon OneCard Office. The Dean provides the strategic vision and administrative leadership for residential facilities, residential life and education as well as physical security technology services. As a member of the Vice President's executive leadership team, the Assistant Vice President assists in the evaluation and planning for division and University-wide facilities.

The Dean oversees approximately 25 full-time professional staff and 159 paraprofessional and student staff. As the leader, the position drives excellence in team performance in order to meet or exceed goals. Essential to success is the team of diverse professional, paraprofessional, and student staff. The Dean, along with the Residence Life and Housing Leadership Team, develop and retain the staff to support strategic directions that meet the needs of our community.

The leader is responsible for departmental planning, budgeting, occupancy management, contract management, and administration of a 4,000+ student and guest housing program exceeding \$35+ million in revenues. The position is responsible for establishing and implementing operational goals, strategic plans, objectives, policies, and operating procedures while monitoring and evaluating operational and programmatic effectiveness. Overseeing a comprehensive assessment plan that supports data-driven decision making is a key part of this work. The Dean partners with the Executive Vice President and the Vice President of Facilities and Campus Services to develop plans for the maintenance, refurbishment, renovation, and construction for all residential facilities.

This role is engaged in a number of University and community committees. The Dean provides oversight for the off-campus housing program, including co-chairing the University Area Community Partnership Board which includes local residents, students, faculty, staff, the city police department, and city council representatives. The Dean serves as the Residence Life and Housing representative and member of University-wide crisis management committees such as the Bias Incident Review Group, Crisis Management Team, CARE Team, Threat Assessment Team, and Alcohol Coalition.

As the Assistant Vice President for Campus Life, the position serves as a Division of Campus Life representative on University-wide committees such as Student Life, Enrollment Projections, University Master Planning, and Capital Planning. Additionally, the leader serves as a key leader in the coordination and implementation of crisis management and emergency response procedures.

The Assistant Vice President works with University leadership to facilitate organizational and programmatic change given the evolving needs of a diverse student body. The position provides division-wide planning and oversight for capital projects, renewal programs, and space planning.

## **Characteristics of the Successful Candidate**

Successful candidates will be visionary and creative leaders known for forward-thinking as well as their communicative and highly collaborative leadership style. Excellent communication skills, both verbal and written, and the ability to work effectively with a wide range of constituencies in a diverse community; strong conflict management skills; and the ability to use independent judgment and to manage and impart information to a range of constituents and/or media sources are essential characteristics.

Candidates will possess the skill and commitment in providing leadership in a diverse and multicultural environment with a working knowledge of current

## ABOUT THE ROLE

as well as emergent issues facing college students. The knowledge of and interest in the development of a residential college in addition to living-learning programs are critical given the current trends in higher education.

Applicants will demonstrate experience in supervision and management of a professional, paraprofessional, and student staff, including the ability to supervise and train staff. Candidates will have expertise in budget preparation and fiscal management with experience in maximizing occupancy management using creative and strategic approaches. The understanding of facilities master planning to include construction, refurbishment, and renovation projects is essential for this role.

Additionally, successful candidates will exhibit experience with risk management and navigating complex legal issues. Candidates will have knowledge of and attention to physical security and related technology as well as experience in leading crisis management services and activities.

### **Opportunities, Priorities, and Challenges**

The Assistance Vice President of Campus Life and Dean of Residence Life and Housing will encounter the following opportunities, priorities, and challenges:

- The residential college concept is currently in the research and planning phase with an implementation date of August 2020. This presidential initiative is supported by both the Vice President for Campus Life and the Dean of the College. The committee is co-chaired by the Assistant Vice President of Campus Life and Dean of Residence Life and Housing and a faculty colleague.
- The University recently acquired Deacon Place, a residential apartment property that is adjacent to campus. The transition will take place starting with Fall semester housing selection in March 2019. The new leader will ensure processes and policies are in place to support the addition of Deacon Place to our residential community.

- Wake Forest is committed to planning and executing housing renewal on our campus. Close work and attention will be paid to the continual roll out of the 2009 housing master plan (Ayers Saint Gross), addressing renovation and potential new construction.
- The University continues to address deferred maintenance of housing facilities. The Dean of Residence Life and Housing will work closely with the Executive Vice President and Facilities and Campus Services leaders to address moisture issues in a number of our residential buildings.
- With a current imbalance in study abroad participation between the Fall and Spring semesters, the new leader will drive creative solutions to occupancy and projection challenges. Effective enrollment projection and occupancy management is critical to the success of Residence Life and Housing.
- The enhancement of the Faculty Fellows program and expansion of the Living-Learning Communities throughout both first-year and upperclassmen housing to enhance residential academic connections and opportunities for students will require the attention of the leader.
- The continual recruitment of talented professional, paraprofessional, and student staff with the necessary skills, passion, and commitment required to accomplish the work of our 24/7 Residence Life and Housing operation.

### **Required Education, Knowledge, Skills, Abilities**

Applicants must have a master's degree in student affairs, higher education administration, or related field with 10+ years of full-time, progressive work experience in residence life and housing or student affairs, or an equivalent combination of education and experience is required.

### **Preferred Education**

A doctorate in student affairs, higher education administration, or related field is preferred.

# LIVING IN WINSTON-SALEM



Wake Forest is located in Winston-Salem, North Carolina, a beautiful, culturally rich mid-sized city centrally located in the Piedmont-Triad region of North Carolina. Winston-Salem is a family-friendly city with high quality schools, numerous outdoor recreational activities and events, and is known for its vibrant and thriving arts scene.

Downtown Winston-Salem is approximately three miles from the main campus. Downtown is a thriving area that includes galleries and shops; indoor and outdoor performance spaces and museums; a greenway that traverses the Old Salem district; and hotels, restaurants, and sidewalk cafes. One can catch a baseball game with the Winston-Salem Dash, a minor-league affiliate of the Chicago White Sox.



Winston-Salem residents enjoy close proximity to the beautiful Blue Ridge Mountains (1.5 hours) and Atlantic beaches (4 hours), a moderate climate with four distinct seasons, a very reasonable cost of living, and an eclectic variety of restaurants, wine bars, and breweries for dining with friends and family. Winston-Salem offers many of the amenities of a large city but with the sense of community and quality of life of a smaller town.

Learn more about Winston-Salem, North Carolina at [visitwinstonsalem.com](http://visitwinstonsalem.com).



# APPLICATION PROCESS

The review of applications will begin March 22, 2019 and continue until the position is filled. Inquiries, nominations, and applications are invited.

Candidates need to provide their resume and cover letter that address the responsibilities and requirements described in this statement. Applicants will attach these documents as two separate documents to your application in Workday, Wake Forest University's applicant tracking system. You can find the posting and instructions on how to apply on the [Wake Forest University Careers website](#).



In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment.

**Direct all inquiries to Kriss Dinkins at [dinkinrk@wfu.edu](mailto:dinkinrk@wfu.edu) or 336-758-2459.**

Wake Forest seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.

