The Department of Accounting, Business and Finance at Wofford College invites applications for an administrative assistant. Reporting to and working directly for the chair of the department, the administrative assistant is responsible for managing, administering and assisting with much of the department’s administrative, operational and functional needs.

The administrative assistant position is a non-exempt position with an overall 0.75FTE, scheduled at 40 hours/week for the academic year (September through May) and the normal work schedule is 8:30 a.m. to 5 p.m. Monday through Friday.

**KEY RESPONSIBILITIES:**

- **Office administration services** – As the primary and first point of contact, the administrative assistant is customer service oriented and creates and maintains a professional office environment to assist students, faculty and visitors.

- **Secretary for the Department of Accounting, Business and Finance** – Under the general guidance of the department chair, the administrative assistant serves as the academic department secretary and keeps all department meetings minutes; assists faculty as needs arise, including proctoring exams; completes expense reports for professors upon request; plans departmental social events with faculty and students; and monitors the departmental calendar.

- **Office operations and function** – The administrative assistant is responsible to manage, administer and maintain key department operational needs, including (but not limited to): accreditation support, James Fund administration and support, and academic department operational support (faculty recruitment, student advising and major/minor declarations, academic contact lists, website support, etc.).

- **Other duties** – Performs other related tasks and duties as assigned by the department chair.

**QUALIFICATIONS:**
The administrative assist works independently under general supervision and must possess excellent communication (writing, editing, speaking and listening) skills to effectively carry out the key responsibilities of this position. S/he will be experienced in the use of computer hardware/software and office equipments (copier, scanner, fax, etc.). Preference will be provided for candidates with skills in MS Office applications. Experience in higher education as well as experience or familiarity with accounting and finance are highly desirable.

**APPLICATION:**
Email the following required application documents: (1) letter of interest, (2) current resume and (3) names and contact information (email and telephone numbers) of minimally three professional references to AdmAssistABF@wofford.edu.

For questions regarding this position, please contact Dr. Philip Swicegood (swicegoodpg@wofford.edu), chair of the Department of Accounting, Business and Finance.