DIRECTOR OF LIFELONG LEARNING AT WOFFORD COLLEGE

JOB DESCRIPTION

Wofford College invites applications for the director of lifelong learning. Reporting directly to the senior vice president for advancement, the director of lifelong learning is a strategic partner within the Wofford educational community and has primary responsibility to oversee, develop and manage the Lifelong Learning at Wofford College program. The director of lifelong learning is an exempt, full-time position. Normal working hours are minimally 40 per week, 8:30 a.m. to 5 p.m. Monday through Friday; occasional evenings and weekends are expected.

KEY RESPONSIBILITIES

- Program development and management – The director is responsible for the Lifelong Learning at Wofford College program and collaborates directly with faculty, instructors and volunteers to create and facilitate courses and to orchestrate and manage lifelong learning activities and events.
- Administration and support – The director oversees all operational and technological logistics and is responsible for the Lifelong Learning program budget. The director also has responsibility to organize all communications in concert with the Wofford College Office of Marketing and Communications.
- Outreach and relationships – The director serves as the liaison between Wofford College and the lifelong learning community. The director actively and regularly interacts with both Wofford faculty and other educators and related businesses and actively networks within the local community, senior centers and community partners to develop and cultivate positive ongoing relationships.
- Other services – The director contributes to the life of Wofford College through participation in college-wide initiatives, committees and events.

ABOUT THE DEPARTMENT

Lifelong Learning at Wofford College is an outreach program offering a wide variety of noncredit educational courses ranging from history, religion, science, art, cooking, literature, writing, pop culture, music, physical fitness to current events that primarily are targeted toward adult members of the greater Spartanburg community. In addition to participating in Lifelong Learning courses, members have opportunities to participate in other activities, events, workshops and lectures throughout the year. Lifelong Learning members are provided access to
Wofford College to attend classes and events, have access to campus resources and enjoy exclusive events and travel opportunities.

QUALIFICATIONS

An undergraduate degree or related and demonstrated effective experience in program development and management is required for appointment. Advanced education, training or a terminal degree is preferred.

Direct experience working with diverse populations and specifically in continuing education or closely related is highly desired. This role requires a self-motivated individual with strong organizational or project management skills to prioritize tasks to meet timely deadlines. The effective use of technological hardware and software is required to actively manage, support and provide timely assessments and reports of program activities and data. The ideal incumbent thrives under minimal supervision and works well both independently when required as well as effectively in groups or teams.

APPLICATION DETAILS

All application materials must be submitted electronically to DirectorLLL@wofford.edu. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position, (2) a current resume and (3) names and contact information for (minimally) three professional references.

For assured consideration, application materials must be received no later than midnight Feb. 16, 2020.

ADDITIONAL INFORMATION

Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status.

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop, and retain the most talented people. We encourage applications from all underrepresented groups, including persons with varied backgrounds, perspectives, and experiences, regardless of race, color, creed, religion, sex, sexual orientation, age, national origin, disability, veteran status or any legally protected status in accordance with applicable federal and state laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@wofford.edu.
A background check will be conducted for finalist candidates. Employment is contingent upon completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.

Salary will be commensurate with experience. Wofford College provides a competitive benefits package including employer contribution to retirement savings, employer premium contribution to comprehensive major medical insurance, disability insurance, and other accompanying fringes.

About Wofford College
Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, S.C. It offers 26 major fields of study to a student body of 1,725 undergraduates. Nationally known for its strong academic program, outstanding faculty, study abroad participation and successful graduates, Wofford is recognized consistently as a “best value college” and is among the New York Times’ “Top Colleges Doing the Most for the American Dream,” a ranking based on accessibility for low- and middle-income students. The college community enjoys Greek Life as well as 19 NCAA Division I athletics teams.

Wofford’s mission is to provide superior liberal arts education that prepares its students for extraordinary and positive contributions to a global society. The focus of Wofford’s mission is upon fostering commitment to excellence in character, performance, leadership, service to others and lifelong learning. Wofford strives for sustainability in all aspects of college life through respect for the environment and through our core values.

About Spartanburg
Spartanburg is a city of about 40,000 located in the northwestern part of the state, about one hour’s drive from Charlotte or Asheville, North Carolina, and about 30 minutes from Greenville, South Carolina. Coastal South Carolina can be reached in about three hours. Learn more about Spartanburg [www.spartanburgchamber.com/live](http://www.spartanburgchamber.com/live).