Administrative Assistant

Wofford College invites applications for an administrative assistant in the Office of Financial Aid. Reporting to the director of financial aid, the administrative assistant is the primary point of contact with prospective students and families, currently enrolled students and families, Wofford faculty and staff and the public. The administrative assistant has primary responsibility for administration and support of specific functions of the Office of Financial Aid.

This is a full-time, non-exempt position. The normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday. Contingent upon events or activities, occasional evenings and weekend hours will be expected. Minimal hours of work performance is 40 hours per week.

JOB DUTIES/RESPONSIBILITIES:

85% Office administrative functions and support.
1. Maintains the finaid@wofford.edu email address and distributes emails to appropriate financial aid personnel.
2. Processes mail by date stamping and distributing to the appropriate staff member.
3. Manages the secure document upload system.
4. Directs students and families in finding and completing federal, state and institutional forms and maintains a general knowledge of financial aid resources.
   a. Keeps abreast of and maintains current and working general knowledge of FERPA rules and regulations as they relate to providing information to students and/or parents.
   b. Keeps abreast of and maintains current and working knowledge of admission and financial aid processing, including federal, state and institutional policies and procedures.
5. Responds to requests for general information on financial aid and admission processing.
6. Conducts an internal audit each semester to ensure aid packages and need are properly assessed.

10% Office equipment maintenance and operational support and supplies/inventory management.
1. Coordinates routine orders and inventory of office supplies and equipment for the Office of Financial Aid.
2. Primary support and point of contact for multifunction office machine.

5% Other duties as assigned.
1. As a valued college community member and employee, perform college “service.” Serve on elected or appointed committees or participate or perform in projects or group assignments as delegated.
2. Attend trainings or seminars to maintain current knowledge and skills related to financial aid and related issues, as required.
3. Assists with various projects as needed, including mailings, electronic mailings, study abroad worksheets, deposit waivers, appeals, check requests, etc.

QUALIFICATIONS:
The administrative assistant will have two to three years of office experience with a strong preference for experience and working knowledge of financial aid in higher education. Demonstrated effective communication skills to provide comprehensive written correspondences, along with self-motivation to work independently, and effectively prioritizing workloads and collaborating with all Wofford constituents will be valuable in this role. An associate’s degree or higher and continued professional development is desired.

APPLICATION:
Application materials should be emailed to FAAdmAssist@wofford.edu. Application materials include: (1) a letter of interest explaining how the candidate qualifies for the position, (2) current resume, and (3) a list of three professional references, including contact information.

For assured consideration, please submit application no later than midnight, June 20, 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 or 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 for qualified individuals with disabilities for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

COMPLIANCE WITH TITLE IX:
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. Reports can be made to the Title IX Coordinator at any time using the contact information below.

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<th>Internal Inquiry</th>
<th>External Inquiry</th>
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<tbody>
<tr>
<td>Amanda Estabrook</td>
<td>Office for Civil Rights (OCR)</td>
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<tr>
<td>Title IX and ADA Coordinator</td>
<td>U.S. Department of Education</td>
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<tr>
<td>429 N Church St.</td>
<td>400 Maryland Avenue, SW</td>
</tr>
<tr>
<td>Campus Life Building, Office 6</td>
<td>Washington, D.C. 20202-1100</td>
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<tr>
<td>Spartanburg, SC 29303</td>
<td>800-421-3481</td>
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<td>864-597-4047</td>
<td><a href="mailto:OCR@ed.gov">OCR@ed.gov</a> <a href="http://www.ed.gov/ocr">http://www.ed.gov/ocr</a></td>
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<td><a href="mailto:estabrookar@wofford.edu">estabrookar@wofford.edu</a></td>
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