Admission Counselor

Wofford College invites applications for the position of admission counselor in the Office of Admission. The individual will develop and manage a recruitment territory, conduct information sessions and evaluate applications for admission. This is a full-time, salaried position that requires 10 weeks of travel, numerous weekends and extended hours.

RESPONSIBILITIES:
Core responsibilities include, but are not limited to:

• Represent the college to students, parents, alumni and high school counselors in a variety of settings.
• Counsel prospective students and parents through the college search process.
• Plan and implement an effective recruitment strategy for assigned geographic territory.
• Execute 10 weeks of combined fall and spring recruitment travel within assigned geographic territory.
• Evaluate applications and participate in the selection process.
• Conduct on-campus information sessions to large and small groups; assist with other on-campus recruitment and yield activities.
• Other duties as assigned by the director of admission.

QUALIFICATIONS:
The successful candidate must hold a bachelor’s degree and valid driver’s license. Proficiency in Microsoft Office Suite is essential to the position. The candidate must possess excellent interpersonal, organizational and communication skills, and the ability to present to multiple stakeholders. In addition, candidates must present a strong work ethic, genuine interest in supporting students in the college search process and a commitment to ongoing professional and personal growth. The ability to work well independently and collaboratively, as well as multitask and prioritize in a fast-paced environment, also is expected.

The successful candidate will have sound judgement in solving problems, the ability to anticipate and meet the needs of others and a willingness to place the team ahead of one’s own personal interests. In addition, the candidate must demonstrate an understanding of the importance of diversity, equity and inclusion, specifically in higher education. The ability to maintain confidentiality when working with sensitive data is essential to the position.

For this admission counselor role, we are particularly interested in qualified applicants that can articulate the benefits of a liberal arts education and support and enhance the college’s initiative for diversity among our college community. Proficiency in Spanish is desired.

APPLICATION:
All application materials must be submitted electronically in a single email to mccrawcw@wofford.edu. Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position; (2) a current resume; and (3) names and contact information for (minimally) three professional references. Applications will be accepted until the position is filled. The anticipated start date is mid-July 2021. For assured consideration, application materials must be received no later than midnight May 31, 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. 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.

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. Inquiries related to the application of Title IX at Wofford should be referred to the college’s Title IX coordinator (contact information below) and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator
Amanda Estabrook
429 N Church St.
Campus Life Building, Office 6
Spartanburg, SC 29303
(864) 597-4047
estabrookar@wofford.edu

External inquiry can be made to:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov/http://www.ed.gov/ocr

ABOUT WOFFORD COLLEGE:
Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown Spartanburg, South Carolina. Wofford offers 27 major fields of study to a student body of nearly 1,800 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation’s 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous student organizations, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

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, N.C., and about 30 minutes from Greenville, S.C. Coastal South Carolina can be reached in about three hours. Learn more about Spartanburg at www.spartanburgchamber.com/live.