Wofford College invites applications for the position of 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.

KEY RESPONSIBILITIES:

Core responsibilities include, but are not limited to the following:

- 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. 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 confidentially when working with sensitive data and demonstrate strong proficiency in Microsoft Office Suite 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 would be very desirable.

APPLICATION:

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; (3) names and contact information for (minimally) three professional references. Applications will be accepted until the position is filled. The anticipated start date is late May 2021. For assured consideration, application materials must be received no later than midnight March 14, 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, 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 any accommodations to participate in any part of the hiring process, please contact 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](http://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](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 1,764 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.

Wofford’s priorities increasingly reflect commitments to diversity, inclusivity and coalition building. Created in the spring of 2015, the President’s Diversity, Equity and Inclusion Committee has executed
the recommendations of Wofford’s 2014 Strategic Vision Plan: to increase the diversity of students, faculty and staff; to support programming and policy geared toward equity; and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Working alongside Wofford’s Center for Community-Based Learning, the committee has helped Wofford restructure campus leadership; develop diversity training for faculty and staff; increase geographic, racial, ethnic, socioeconomic and LGBTQ+ representation; and increase funding for diversity-related programming.

SPARTANBURG, SC:

Spartanburg is located in upstate South Carolina, 30 miles east of Greenville, South Carolina, an hour from Charlotte, North Carolina, and three hours east of Atlanta, Georgia. Historic Charleston and the South Carolina coast are three hours away, and Wofford sits an hour south of the artistic, culinary hub of Asheville, North Carolina. Spartanburg is a growing, diverse community that supports six college and university campuses along with numerous civic arts and cultural associations. It became the first city in South Carolina to join the Government Alliance on Race and Equity and, in 2012, became one of five cities nationally to participate in the 10-year Wellville program, a national nonprofit initiative dedicated to improving equitable well-being in U.S. cities. Spartanburg and Wofford partner on multiple community equity initiatives, including the Northside Initiative, which has brought together a diverse group of citizens to revitalize a neighborhood in ways that don’t reproduce the harm of earlier urban renewal programs.