

Admission Counselor

Job Description: The Wofford College Office of Admission invites applications for the position of admission counselor. 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 eight weeks of travel, numerous weekends and extended hours.

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 eight 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 both 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 a 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, is also expected.

The successful candidate will have sound judgment 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 and demonstrate strong proficiency in Microsoft Office Suite is essential to the position.

In addition to the minimum qualifications above, special consideration will be given to candidates with proficiency in Spanish, who can articulate the benefits of a liberal arts education, and/or those with a demonstrated interest in promoting and enhancing diversity.

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-September 2020. For assured consideration, application materials must be received no later than midnight Aug. 14, 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 27 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 its 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, N.C., and about 30 minutes from Greenville, S.C. Coastal South Carolina can be reached in about three hours. Learn more about Spartanburg www.spartanburgchamber.com/live.