Application Coordinator

Wofford College invites applications for the position of application coordinator in the Office of Admission. The individual will process all application materials submitted for first-year, transfer, and international applicants. This position will update and maintain student records in Slate. Given the nature of this work, this is a part-time position with expected hours up to 20 hours per week. Some hours may be toward the end of the day, at night or on weekends. The specific schedule will be determined at appointment to maximize flexibility for the appointee.

RESPONSIBILITIES:
Core responsibilities include, but are not limited to the following:
- Represent Wofford to students, parents and high school counselors in a variety of settings.
- Provide exceptional customer service through timely communication with prospective students and their families.
- Complete data entry and application processing for prospective students, including but not limited to transcript, recommendation letter and school report form uploads.
- Maintain and update student and organization records across multiple platforms (Slate and Banner).
- Perform annual updates, testing and implementation of the application platform (The Common Application).
- Ensure prospective student record accuracy in Slate, Banner and Axiom.
- Provide support to the director of admission marketing & communications and data related to data integrity and data accuracy.
- Process all incoming mail.
- Other duties as assigned by the director of admission.

QUALIFICATIONS:
The successful candidate must hold a valid driver’s license. The candidate must possess excellent interpersonal, organizational and communication skills. 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 excellent documentation skills. The ability to maintain confidentially when working with sensitive data and to demonstrate strong proficiency in Microsoft Office Suite is essential to the position.

For this application coordinator position, we are particularly interested in qualified applicants who have a high degree of comfort with technology and data management, experience with CRM systems and a working knowledge of higher education admission operations. A bachelor’s degree is preferred.

APPLICATION:
All application materials must be submitted electronically in a single email to crawfordcr@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 late-August, 2021. For assured consideration, application materials must be received no later than midnight on August 18, 2021.
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 BetaKappa 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.

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 at www.onespartanburginc.com.

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.

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.