Wofford College’s Office of International Programs (OIP) invites applications for Assistant Director of International Programs. Reporting directly to the Dean of International Programs, the Assistant Director coordinates all faculty-led study abroad programming (including Wofford’s Interim travel/study programming), serves as an advisor for partner-sponsored and Wofford-administered study abroad, and serves as a risk manager in incident management overseas. The Assistant Director also supervises the study abroad advisor.

The Assistant Director is a full-time salaried appointment, and the regular work schedule is 8:30 am to 5 pm, Monday-Friday. Occasional evenings and weekends, as well as domestic and international travel, will be expected. As a member of the OIP team, the Assistant Director will join a robust, nationally ranked education abroad office that continues to provide opportunities and resources which foster global awareness and intercultural development. The department is committed to celebrating diversity and seeking development opportunities that foster a more inclusive and equitable campus culture.

QUALIFICATIONS:
A master’s degree from an accredited college or university and minimally 3-years of experience working in education abroad is required. A master’s degree from an accredited college or university in International Education or related field is preferred. Additional requirements and desired skills include:

- Previous experience coordinating and/or supporting various facets of faculty-led study abroad programs (program development, budgets, logistics, and incident management)
- Demonstrated experience with and commitment to working with students from diverse and underrepresented populations in study abroad
- Demonstrated experience in navigating different cultural contexts
- Excellent interpersonal skills
- Demonstrated ability to present information in a clear and engaging manner for multiple stakeholders
- Proven success with project management and strong attention to detail
- Ability to work well independently and within a team
- Demonstrated use of sound judgment in solving problems
- Demonstrated commitment to ongoing professional growth within education abroad
- Familiarity with Terra Dotta (StudioAbroad) software and proficiency in using Microsoft Office or Office 365
- Proficiency in a language other than English (preferred)
- Understanding of website maintenance via a content management system (preferred)
- Experience studying and/or working in different countries (preferred)
- Previous experience supervising and/or mentoring others (preferred)

HOW TO APPLY:
Assured consideration will be provided for all applications received by March 1, 2021. Application materials include:
(1) a letter of interest explaining how you meet the qualifications for this position, (2) a current resume or CV, and (3) names and contact information for (minimally) 3 professional references, including a recent supervisor (notice will be given before contacting any references). Materials must be emailed to ADOIPSearch@wofford.edu for assured consideration.

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 private liberal arts residential college located a few blocks north of downtown Spartanburg, South Carolina. Wofford offers 25 major fields of study to a student body of 1700
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 283 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 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.

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.

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 inquires 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
6400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
ocr@ed.gov / http://ed.gov.ocr