



Athletics Administrative Assistant

Wofford College invites applications for a part-time administrative assistant in the Department of Athletics. The administrative assistant reports to the deputy director of athletics external/SWA.

Work Schedule

Part time (20 hours per week, 10 months a year) determined by the director.

KEY RESPONSIBILITIES:

- Oversee daily operation of administrative offices area, ensuring that clerical needs are met.
- Oversee student-workers.
- Perform clerical/receptionist duties as needed.
- Maintain a thorough knowledge of NCAA, Southern Conference and institutional rules and comply accordingly.
- Be a responsible employee under the sexual misconduct policy. Must report all relevant information learned about alleged sexual misconduct to the Title IX coordinator or a deputy title IX coordinator. No employee is authorized to investigate or resolve student complaints of sexual misconduct unless they are doing so at the request of the Title IX coordinator.

QUALIFICATIONS:

The administrative assistant will have two to three years of office experience with a strong preference for experience and working knowledge in higher education. Demonstrated effective communication skills to provide comprehensive written correspondences, along with self-motivation to work independently and effectively prioritize workloads and collaborate with all Wofford constituents will be valuable in this role. An associate's degree or higher and continued professional development is desired.

APPLICATION:

All application materials must be submitted electronically to Elizabeth Rabb (rabbew@wofford.edu). Application materials include: (1) a current resume and (2) names and contact information for (minimally) three professional references. For assured consideration, application materials must be received no later than midnight on July 9, 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 with disabilities 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 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 and club sports.

Wofford’s priorities increasingly reflect commitments to diversity, equity and inclusion. 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. Wofford has developed diversity training for faculty and staff, created several inclusive pedagogy initiatives, increased geographic, racial, ethnic, socioeconomic and LGBTQIA representation among our faculty and staff, and increased funding for diversity-related programming in both the student life and academic divisions.

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 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>