DIRECTOR OF ADMISSION

Wofford College invites applications for the director of admission. Reporting directly to the vice president for enrollment, the director of admission has primary responsibility to manage student admission for Wofford College and to lead and direct a dynamic and creative admission staff to support the college’s comprehensive recruitment plan to attract, enroll and retain students.

The director of admission is a full-time, salaried, exempt position. Frequent travel and occasional evenings and weekend hours are expected. Regular office hours are 8:30 a.m. to 5 p.m. Monday through Friday and expected work hours are minimally 40 per week.

RESPONSIBILITIES

Student admission – The director is responsible for student admission functions including: recruitment; new and transfer student selection; budget management; market planning and implementation; and communication and outreach. The director of admission strategizes with the vice president for enrollment for goal setting and planning to meet targeted student recruitment, enrollment, retention and strategic outreach goals.

Operations and management – The director leads the Office of Admission team to provide outstanding service to meet student and parent needs with the college search and selection process. The director ensures effective office collaboration, communication and operations and has responsibility to train, review and provide guidance to staff to adhere to college and office policies, procedures and expectations.

Programs and events – Working directly with the vice president for enrollment, the director has responsibility to manage and administer planned department programs, events and activities. The director collaborates with the Office of Marketing and Communication to ensure timely materials and communications. The director outreaches to departments and faculty for participation and orchestrates admission staff to collaborate, plan and implement required contributions and supports to ensure success.

College service and other expectations – As a key member of the college staff, the director contributes to the college community through his/her participation in college-wide initiatives and events, including serving on appointed or elected committees or special group assignments/projects. The director proactively outreaches to community groups and leaders and fosters ongoing relationships. Continued professional development is expected through participation in training or conferences to stay abreast of current trends and developments in higher education, enrollment and admission.
QUALIFICATIONS

A bachelor’s degree and minimally five years of closely related experience are required for appointment. A master’s degree is highly desired.

The director of admission serves as an articulate spokesperson for the mission and values of Wofford College and its liberal arts education. The selected incumbent will be an experienced and effective communicator and presenter, both in public speaking as well as in written communication. S/he will be experienced in technological software and systems used specifically for student recruitment and data management. Competency in statistics and data analysis will be valuable in this role. The director also will have demonstrated effective supervisory and personnel management experience to lead and facilitate organizational development and change. Strong organizational skills to effectively plan and meet targeted deadlines and goals is highly desired.

APPLICATION DETAILS

All application materials must be submitted electronically to DOA@wofford.edu. Application materials received by midnight May 1, 2020, will be provided assured review and consideration. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position; (2) a current resume; and (3) names and contact information for (minimally) three professional references.

ADDITIONAL INFORMATION

During this unprecedented time of COVID-19, Wofford remains committed to filling this key role and will provide appropriate accommodation throughout the recruitment process to result in a successful search.

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 26 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 our 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](http://www.spartanburgchamber.com/live).