



## Marketing and Communications Projects Manager

### Office of Marketing and Communications

Wofford College invites applications for a projects manager in the Office of Marketing and Communications. Reporting directly to the vice president for marketing and communications, the OMC projects manager is a full-time exempt position and has primary responsibility to organize incoming projects and determine project scope, timeline and resources necessary for timely completion. The OMC projects manager is highly collaborative and works with internal clients, external vendors, students, administrative staff and faculty departments. Please review the complete **position description** for additional expectations and the regular work schedule.

#### KEY RESPONSIBILITIES:

- OMC project management: Work with OMC clients to meet project goals while adhering to budgets and resource constraints. (80%)
- OMC office management and administration: Manage the OMC office, provide support for OMC staff and ensure that the financial objectives of OMC are met. (15%)
- Other duties: As a valued member of OMC and the Wofford College community, perform other duties and service as assigned, which includes, but is not limited to, serving on delegated or assigned committees, group assignments or projects. (5%)

#### QUALIFICATIONS:

An associate's or bachelor's degree and minimally five years of experience in project and/or office management are required for appointment.

The OMC projects manager is a highly organized consummate professional who is detail-oriented and possesses excellent communication and critical thinking skills. Proficiency in Microsoft Office programs, including Word, Excel and PowerPoint, along with experience in budget management and ease of learning project management systems is required.

Punctual attendance, expectations to learn quickly and thrive in a collaborative setting, along with the flexibility to adapt and provide other assistance to Team OMC and Wofford College as necessary, will be important for success in this role.

#### APPLICATION:

All application materials must be submitted electronically to [OMCMgr@wofford.edu](mailto:OMCMgr@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.

For assured consideration, application materials must be received no later than midnight, May 16, 2021.

#### ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. 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.

**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.

Wofford College will 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](mailto: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.

**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](http://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.

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](mailto: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](mailto:OCR@ed.gov)/<http://www.ed.gov/ocr>