Visit Coordinator

Wofford College invites applications for the position of visit coordinator in the Office of Admission. The individual will plan campus visits for prospective students and their families, conduct information sessions, work closely with student ambassadors and support the visitor experience through guest check-in and front desk coverage when needed. This is a full-time, salaried position that requires numerous weekends and extended hours.

KEY 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.
- Plan and coordinate varying types of visits for prospective students and their families.
- Collaborate with faculty, academic departments, international programs, financial aid, athletics and the career center to ensure each visit is a success.
- Schedule all tour guide responsibilities for daily sessions, all access visits and group visits.
- Conduct on-campus information sessions to both large and small groups, assist with other on-campus recruitment and yield activities.
- Maintain and update visit registration through Slate and tour guide information in Welcome to College.
- Collaborate with the director of admission events regarding tour guide needs for admission events.
- Collaborate with the director of admission marketing and communications and data regarding communication flow for all types of visits.
- Serve as a co-supervisor for student ambassadors and interns working in the Office of Admission.
- Serve as a relief receptionist to greet prospective students and their families.
- Other duties as assigned by the director of admission.

QUALIFICATIONS:
The successful candidate must hold a bachelor’s degree and valid driver’s license. The candidate must possess excellent interpersonal, organizational and communication skills, and the ability to present to multiple audiences. 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 an understanding of the importance of diversity, equity and inclusion, specifically in higher education. The ability to maintain confidentially when working with sensitive data and demonstrate strong proficiency in Microsoft Office Suite is essential to the position.

For this visit coordinator position, we are particularly interested in qualified applicants that can articulate the benefits of a liberal arts education. Previous experience in planning and managing events would be very desirable.
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 early August 2021. For assured consideration, application materials must be received no later than midnight July 7, 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 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.

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.spartanburgchamber.com/live.

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 basis 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.

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