Administrative Assistant
Economics, English, History, Religion and Anthropology/Sociology

Wofford College invites applications for an academic department administrative assistant. Reporting to the executive assistant in the Office of the Provost, the academic department administrative assistant directly assists all the chairs and faculty of the above-mentioned academic departments/areas by having primary responsibility to manage and administer the academic department’s administrative, operational and functional needs. Multi-tasking and prioritizing tasks/workload to meet timely deadlines is expected.

The administrative assistant position is located in Main Building on the Wofford College campus. This is a non-exempt position with an overall 0.75FTE, scheduled at 40 hours per week during the academic year (9 months). The normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday.

RESPONSIBILITIES:
30% Office administration services
As the primary and first point of contact, the administrative assistant is customer service oriented and creates and maintains a professional office environment to assist students, faculty, staff and visitors.
- In-takes and greets all students, faculty, staff and visitors to the departments with professionalism, timeliness and courtesy, and addresses their needs and/or refers them to the appropriate college resource(s). Performs related follow-up support/services to ensure excellence in customer service.
- Manages and maintains office/classroom spaces, equipment and supplies. Coordinates with facilities maintenance for cleaning and repairs as required, and schedules/coordinates office machine maintenance as required. Works with the business office to manage/coordinate the inventory of office supplies. Distributes mail to faculty mailboxes and notifies of package deliveries.

30% Faculty department secretary
Under the general guidance of the chair, serves as the academic department secretary.
- Attends all department meetings and takes minutes and distributes minutes to all professors.
- Assists faculty as needs arise, including proctoring classes and exams or posting notices on classrooms.
- Completes expense reports (travel, conferences, supplies, etc.) for department faculty.
- Makes copies of course syllabi, exams and other documents as required, scans pages and chapters from books and creates legible PDFs.
- Provide logistics support (venue, catering, room/space reservation, etc.) for departmental meetings, activities or social events.

30% Academic programs and function support
Manages, administers and maintains key department academic programs support and operational needs.
- Academic department operational support: Maintains and monitors advising policies and procedures. Keeps abreast of current department course offerings and updates departmental listings for the college’s course catalogue to be current and accurate.
Retrieves student records and reports from DegreeWorks and Banner as required. Assists in organizing course schedules and enters schedules using college software.

- Departmental website support: Updates and maintains the department web pages on a regular basis. Adds information as required/necessary/requested or removes/deletes outdated information as required/necessary/requested.
- Recruitment support: With the chair, administers and provides administrative support for department recruitments (tenure-track faculty and ad-hoc needs). Creates/manages the recruitment file and required documents (position vacancy announcement, position description, recruitment plan), organizes and provides candidate application materials (CVs, teaching philosophy/statement, papers, reference letters, etc.) to the search committee. Coordinates and administers travel (flight, hotel, transportation and itinerary) logistic needs for candidates, and assists candidates/department with administrative support for related reimbursement. Coordinates and administers interview logistic needs (interview itinerary/schedules, reserving meeting rooms/spaces/venues, reserving lunch/dinner venues, etc.) Assists chairs with new faculty on-boarding (nameplates, keys, IT hardware and software, etc.) Assists chairs with managing/maintaining proper documentations, files, data collection, etc. as required.

10% Other duties as assigned

Performs other tasks, duties, projects.

- As a valued member of the college, you may (at times) be assigned/appointed/elected to a committee or working group to work on a specific project or initiative.
- Attend appropriate trainings, seminars, updates as assigned.
- Perform administrative employee related tasks and attendance tracking.
- Other tasks/duties as assigned by the chairs.

QUALIFICATIONS:
The administrative assistant works independently under general supervision and must possess excellent communication (writing, editing, speaking and listening) skills to effectively carry out the key responsibilities of this position. They will be experienced in the use of computer hardware/software and office equipments (copier, scanner, fax, etc.). Preference will be provided for candidates with Microsoft Office experience in addition to familiarity with elements of web design, including HTML. Experience in higher education is very desirable.

APPLICATION:
Application materials must be submitted electronically to AdmAssist@wofford.edu with the subject line “Admin. Assistant Position.” Application materials include: (1) a letter of application explaining how you meet the qualifications for this position, (2) a current resume, and (3) names and contact information for three professional references.

For assured consideration, application materials must be received no later than midnight on September 28, 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, 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. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.
**TITLE IX COMPLIANCE:**
Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment and retaliation. 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.

Inquiries related to the application of Title IX at Wofford College can be made as follows:

**Wofford College**  
Matthew Hammett  
Director for Civil Rights, Title IX Compliance and Student Risk Assessment  
Title IX Coordinator  
429 North Church Street  
Snyder House  
Spartanburg, SC 29303  
864-597-4048  
hammettmk@wofford.edu

**External Inquiry:**  
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  
https://www.ed.gov/ocr

**DISCRIMINATION, HARASSMENT AND TITLE IX REPORTING:**  
Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford’s Title IX coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources, and accessing support with academics, housing and/or employment.

Individuals may also submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the College’s ability to address reports.

All reports will be reviewed and addressed using Wofford’s Nondiscrimination and Anti-Harassment Policy and Procedures.