Wofford College invites applications for an administrative assistant in the Department of Accounting, Business and Finance. Reporting to and working directly for the chair of the department, the administrative assistant is responsible for managing, administering and assisting with much of the department’s administrative, operational and functional needs.

The administrative assistant position is a non-exempt position scheduled at 40 hours per week during the academic year (September through May) and the normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday.

**KEY RESPONSIBILITIES:**
- **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 and visitors.
- **Department of Accounting, Business and Finance secretary:** Under the general guidance of the department chair, the administrative assistant serves as the academic department secretary and keeps all department meeting minutes; assists faculty as needs arise, including proctoring exams; completes expense reports for professors upon request; plans departmental social events with faculty and students; and monitors the departmental calendar.
- **Office operations and function:** The administrative assistant is responsible for managing, administering and maintaining key department operational needs, including (but not limited to): accreditation support, James Fund administration and support, academic department operational support (faculty recruitment, student advising and major/minor declarations, academic contact lists, website support, etc.).
- **Other duties:** Performs other related duties as assigned by the department chair.

**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. S/he will be experienced in the use of computer hardware/software and office equipment (copier, scanner, fax, etc.). Preference will be provided for candidates with skills in Microsoft Office applications. Experience in higher education, as well as experience or familiarity with accounting and finance, are highly desirable.

**APPLICATION:**
Application materials should be emailed to AdmAssistABF@wofford.edu. Application materials include a letter of interest, a current resume, and the names and contact information (email and telephone numbers) of minimally three professional references. For questions regarding this position, please
contact Dr. Philip Swicegood, chair of the Department of Accounting, Business and Finance at swicegoodpg@wofford.edu.

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 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 19 NCAA Division I athletics teams.

ABOUT SPARTANBURG:
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartanburginc.com.

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, 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 local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.