



Administrative Assistant for International Programs and Community-Based Learning

Wofford College invites applications for an administrative assistant. Reporting to two programs, the administrative assistant for International Programs and Community-Based Learning will work closely with the department supervisors and their staffs. The primary responsibilities of the position include providing administrative and operational office functions and support to the two departments, coordinating departmental events and providing frontline communications with students and community members on a daily basis.

The administrative assistant is a non-exempt position. The normal college hours are 8:30 a.m. to 5 p.m., Monday through Friday, and the minimal work hours expected are 40 hours per week. Contingent on events and activities, occasional evenings and weekends will be required.

RESPONSIBILITIES:

40% Office administrative and operational support. Provide administrative and operational functions and support to the departments and department staff. Duties include but are not limited to the following:

- Manage record-keeping/filing systems and/or database files for each department.
- Monitor office budgets and calendars.
- Purchase materials and supplies according to departmental needs.
- Submit invoices for payment/reimbursement in a timely fashion.
- Submit facilities requests to resolve maintenance needs.
- Maintain records and process forms, such as purchase requisitions, invoices, copier readings and others specific to the department.
- Order, receive and maintain inventory of office supplies. Serve as primary support and point of contact for departmental office equipment.
- Anticipate departmental needs related to administrative support, communications and purchasing.
- Attend and contribute to departmental meetings.
- Assist with electronic archival of student records.
- Use discretion in handling confidential records according to the Family Educational Rights and Privacy Act (FERPA).

40% Customer service and communications

- Serve as department receptionist by assisting visitors, screening phone calls, scheduling appointments and meetings, and responding in a timely manner to emails and phone calls specific to the departments.
- Direct stakeholders in locating appropriate resources online according to departmental needs.
- Serve as frontline contact for departmental inquiries from all on- and off-campus stakeholders, including students, parents, alumni and friends of the college.
- Capture notes from meetings for distribution as needed.

15% Events management

- Contact caterers and other external vendors as appropriate to solicit bids for event needs.
- Procure supplies and materials for events as needed.
- Contact on-campus partners for room reservations.
- Collaborate with internal and external stakeholders in a timely fashion to ensure program and logistical success.

5% Other duties as assigned: As a valued staff of the college, the administrative assistant may be assigned specific projects or to perform college service, including participating in college events, committees or working groups as elected, appointed or assigned. Other expectations include, but are not limited to:

- Staying abreast of current trends and participating in required trainings or seminars.
- Performing related administrative functions or support as required.

QUALIFICATIONS:

- Four years of relevant office experience and administrative skills.
- Excellent problem-solving skills.
- Strong interpersonal skills and proven ability to work in a gracious, inclusive, professional and collegial capacity with diverse constituencies including co-workers, students, faculty, staff, administrators, alumni and community members.
- Desire to continue education, formally or informally, and to grow in responsibility and impact with the departments.
- Excellent written and oral communications skills.
- Strong attention to detail and accuracy.
- Proficiency with technology and interest in utilizing essential department-specific software in improving processes and communication (including web-based resources, databases, etc.).
- Excellent organizational skills.
- Demonstrated ability to multi-task and manage multiple projects simultaneously.
- Demonstrated ability to meet deadlines and complete projects in a timely fashion. This role is subject to continuous interruptions, so time management skills to set priorities and to follow through on projects while maintaining a pleasant and customer service-oriented demeanor will be valuable in being successful in this role.
- Demonstrated professional discretion and good judgment.
- Demonstrated ability to think and work independently with little or no supervision.
- Demonstrated ability to anticipate departmental needs.

PREFERRED QUALIFICATIONS:

- Bachelor's degree.
- Previous administrative experience in a college/university environment.
- Previous experience with departmental budgeting and/or accounting experience.
- Previous event planning experience.

APPLICATION:

Application materials must be submitted electronically to OIPCCBLAdmin@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, including a recent supervisor (notice will be given

before contacting any references). For assured consideration, application materials must be received no later than midnight on Sunday, Jan. 20, 2022.

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, 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.org.

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.