Administrative Assistant for the Department of Biology

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

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 1,874 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive 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 20 NCAA Division I athletics teams.

Wofford College invites applications for an administrative assistant in the Department of Biology. Reporting directly to the chair of the department, the administrative assistant supports the chair and faculty of the department by managing, administering and assisting with much of the department’s administrative, operational and functional needs. Flexibility as well as professional discernment to make good judgments, adhering to strict timeliness and the need to multi-task along with prioritizing workloads to meet timely deadlines is expected and required to be successful in this role. This position works with confidential information and will be subject to the college’s confidentiality policies. Additionally, the administrative assistant works collaboratively with other administrative assistants within the Academic Affairs division of the college under the leadership of the executive assistant to the provost.

The administrative assistant is a full-time, non-exempt position, working a minimum of 30 hours a week between 8:30 a.m.-5 p.m., from mid-August through May. A flexible schedule of 15 hours a week will be required during June, with no work required in July and early August. Contingent upon department activities and events, occasional evenings and weekends will be required. Punctuality and attendance adhering to the work schedule is expected and critical to providing effective support to the department.

RESPONSIBILITIES

75%  A. **Department administrative and operational services and functions**: 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 faculty, students and visitors.

1. Effectively serve and intake any/all students and/or visitors in the department and address their needs and/or refer them to the appropriate college resource(s) promptly.
2. Assist the department chairs and department faculty with administrative activities/functions including, but not limited to:
   - Verify, confirm and assist with budgetary expenditures, and review the budget worksheets for accuracy, omission and completeness in a timely fashion.
   - Manage and maintain office equipment and supplies.
   - Provide set-up, take-down and/or logistics support (i.e., name badges, packets, itineraries, etc.) for events and/or meetings, seminars, talks, etc.
   - Help with travel arrangements for faculty and/or students who are attending conferences or workshops, or conducting research for professional development.
   - Assist in scheduling meetings between students and the department chair.

3. Supervise, manage and support all student employees (including, but not limited to):
   - Hire 1-2 students to work as departmental assistants and create/delegate work schedules.
   - Assist faculty in hiring students (approximately 30) to work as lab assistants or peer tutors.
   - Supervise student employees (approximately 32) and approve timesheets in a timely manner.

4. Faculty support: Provide the following duties to support the faculty:
   - Make copies and/or scans for faculty.
   - Assist faculty with their expense/reimbursement reports.
   - Set up and proctor tests or quizzes for biology students.

5. Recruitment support: Set up remote interviews and/or assist with putting together packets and provide logistics support for on-campus visits, including (but not limited to) assisting with travel arrangements for candidates (flights, hotel, meals, itineraries, etc.), setting up campus visit and meetings with faculty, etc.

B. **Other Duties**: Perform other tasks, duties, projects as required and/or as assigned by the department chairs and other department faculty as needs arise, including, but not limited to:

1. Take and catalog minutes from department meetings.
2. Keep track of faculty class schedules and office hours to help students connect with faculty.
3. Attend trainings or seminars as required or assigned in keeping with skillsets or needs of the department and/or the Academic Affairs division.
4. Collect and assemble evaluations of pre-med students from the science faculty in order to prepare and submit a committee evaluation for each pre-med student’s medical school application. This work primarily occurs during May and June.
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 hardware and software technology, including office equipment (copier, scanner, fax, etc.). Proficiency with Microsoft Office (Word, Excel, PowerPoint, Internet Explorer and Outlook) is required. Prior experience in higher education is highly desired.

APPLICATION

Application materials should be emailed to BioAdmin@wofford.edu.

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.