Wofford College invites applications for a Lifelong Learning administrative assistant. Reporting to and working directly for the director of Lifelong Learning, the primary responsibilities of the position include providing administrative and operational office functions and support to the Lifelong Learning program, as well as supporting the program’s registrations and schedules, along with providing front-line communications with students and community members on a daily basis.

The Life Long administrative assistant position is located at Central United Methodist Church Lifelong Learning office. This is a non-exempt position scheduled at 20 hours per week during the academic year (9 months). The normal work schedule is 9:15 a.m. to 1:15 p.m., Monday through Friday.

RESPONSIBILITIES:

30% A. 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 members, instructors, staff and visitors.

1. In-takes and greets all members, instructors, staff and visitors with professionalism, timeliness and courtesy, addresses their need and/or refers them to the appropriate resource(s). Performs related follow-up support/services to ensure excellence in customer service.

2. Manages and maintains office/classroom spaces, equipment and supplies. Coordinates with Central’s maintenance for cleaning and repairs as required, and schedules/coordinates office machine maintenance as required. Manages/coordinates the inventory of office supplies.

30% B. Council and committee secretary: Under the general guidance of the chair, serves as the secretary to all committees as requested.

1. Attends all committee meetings and takes minutes, creates reminders and distributes minutes to all members and director.

2. Completes expense reports (travel, conferences, supplies, etc.) for program.

3. Provides logistics support (venue, catering, room/space reservation, etc.) for program meetings, activities or social events.

4. Provides support to the clubs, including Zoom links and room reservations.

30% C. Program and function support: Manage, administer and maintain program support and operational needs.

1. Registration operational support:
   - Monitors and supports term registrations, including new, pending, drops, switches and refunds in a timely manner.
   - Keeps abreast of the current department course offerings, instructors and schedules.
   - Retrieves student records and reports from CampusCE as needed or required.
   - Assists in organizing and entering course schedules using CampusCE.
• Prepares deposits, monthly financial reports and check requests to support term registration activity in a timely and consistent schedule.

2. Instructor support and guidance:
• Assists instructors as needs arise during terms, including making copies, setting up computer equipment, notifying students of instructor changes/cancellations and other tasks as needed.
• Support the logistics for any off-campus trips or tours.
• Coordinates compensation for Lifelong Learning instructors in a timely and efficient way, including securing W-9s, confirming pay rates, submitting check requests and distributing payments.

10% D. Other duties as assigned: Performs other tasks, duties, projects.
1. Attends appropriate trainings, seminars and updates as assigned.
2. Performs administrative employee-related tasks and attendance tracking.
3. Stays abreast of current trends and activities of other lifelong learning programs.
4. Other tasks/duties as assigned by the director.

QUALIFICATIONS:
• Self-starter who can work independently under general supervision.
• Excellent communication (writing, editing, speaking and listening) skills to effectively carry out the key responsibilities of this position.
• Problem solving and interpersonal skills.
• Experienced in the use of computer hardware/software and office equipment.
• At least two years of relevant office experience and administrative skills.
• Ability to multitask, prioritize, make good decisions, use independent judgment, think and work independently.

PREFERRED QUALIFICATIONS:
• Preference will be provided for candidates with full knowledge and capabilities with Microsoft Office.

APPLICATION:
Application materials must be submitted electronically to leightyja@wofford.edu with the subject line “Lifelong Learning Administrative Assistant.” Application materials must include (1) a letter of interest explaining how the candidate qualifies for the position, (2) a current resume and (3) a list of three references, including contact information.

For assured consideration, application materials must be received no later than midnight on Feb. 23, 2022.

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 https://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.