Wofford College invites applications for an administrative assistant in the Office of Admission. The individual is often the first point of contact for prospective students and families visiting campus. The administrative assistant will support the visitor experience through guest check-in and front desk coverage. This is a full-time, salaried position that requires some weekends and some extended hours. The normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday.

RESPONSIBILITIES:
Core responsibilities include, but are not limited to the following:
• Manage and maintain the visitor experience for all prospective students and their families.
• Coordinate check-in process for all admission guests.
• Maintain and update visit registration status through Slate.
• Answer and manage the main admission phone line and transfer phone calls to the appropriate personnel.
• Coordinate routine orders and inventory of office supplies for the Office of Admission.
• Maintain the admission building, restocking supplies and materials as needed.
• Responsible for communicating general information regarding the admission process to prospective students.
• Assist admission staff on projects as needed.
• Other duties as assigned by the director of admission.

QUALIFICATIONS:
The successful candidate must have a minimum of two years of office experience with a strong preference for experience in higher education. The candidate must possess excellent interpersonal, organizational and communication skills. In addition, candidates must present a strong work ethic, genuine interest in supporting students in the college search process and a commitment to ongoing professional and personal growth. The ability to work well independently and collaboratively, as well as multitask and prioritize in a fast-paced environment, also is expected.

The successful candidate will have sound judgement in solving problems, the ability to anticipate and meet the needs of others, and a willingness to place the team ahead of one’s own personal interests. The ability to maintain confidentially when working with sensitive data and demonstrate strong proficiency in Microsoft Office Suite is essential to the position. Previous experience working with customer-relationship management software is desired.

An associate’s degree or higher and continued professional development is desired.
APPLICATION:
All application materials must be submitted electronically in a single email to Megan Tyler at tylermp@wofford.edu. Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position, (2) a current resume, and (3) names and contact information for (minimally) three professional references. Applications will be accepted until the position is filled. The anticipated start date is June 2022. For assured consideration, application materials must be received no later than midnight April 15, 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 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.