Admission Counselor

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 1,803 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 admission counselor. The admission counselor will develop and manage recruitment territory, conduct information sessions and evaluate applications for admission. This is a full-time, salaried position that requires ten weeks of travel, numerous weekends and extended hours.

RESPONSIBILITIES

The admission counselor will be responsible for representing the college to students, parents, alumni and high school counselors in a variety of settings. This individual will counsel prospective students and parents through their college search. They will plan and implement an effective recruitment strategy for their assigned geographic territory. The admission counselor will execute 10 weeks of combined fall and spring recruitment travel within their territory and evaluate applications and participate in the selection process. This individual will conduct on-campus information sessions to both large and small group, assist with other on-campus recruitment and yield activities and perform other duties assigned by the director of admissions.

QUALIFICATIONS

The ideal candidate will have a bachelor’s degree and valid driver’s license. The candidate must possess excellent interpersonal, organizational and communication skills, and the ability to present to multiple stakeholders. Additionally, candidates must display 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 to multitask and prioritize in a fast-paced environment is also 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. In addition, the candidate must demonstrate an understanding of the importance of diversity, equity and inclusion, specifically in higher education. The ability to maintain confidentially when working with sensitive data and demonstrate strong proficiency in Microsoft Office Suite is essential to the position.

For this admission counselor role, we are particularly interested in qualified applicants that can articulate the benefits of a liberal arts education and support and enhance the college’s initiative for diversity in our Wofford community. Proficiency in Spanish would be very desirable.

APPLICATION PROCESS

All application materials must be submitted electronically in a single email to Collins McCraw at mccrawcw@wofford.edu. Application materials must 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 early June 2024. For assured consideration, application materials must be received no later than midnight March 15, 2024.

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.