



Where
thought
leads.

Assistant Director of Academic Advising

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 1,875 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 assistant director of academic advising. The assistant director of academic advising will guide students in their curriculum and provide the support needed for them to be successful in the health care profession. This position will also be responsible for the committee evaluation (medical, dental and others) for pre-health students.

RESPONSIBILITIES

- Assist the director of academic advising in fulfilling the Advising Center’s mission to help achieve academic success.
- Provide supplemental academic advisement and career exploration to pre-health career students through individual advising meetings, group advising meetings and offering additional office hours before registration each semester.
- Connect students to community activities and events related to their area of health care interest.
- Collaborate with faculty from various departments and the Career Center regarding different career paths within pre-health.
- Prepare students for various health care careers by collaborating with other offices in Academic Affairs to arrange vocational experiences such as job shadowing, volunteering, work experience and internships.
- Stay current on admission requirements and/or selection criteria from different health professional schools, including monitoring national pre-health trends to determine how/if they will affect students in the application process and maintain the Pre-Health Advising website.
- Manage committee evaluations for pre-med/pre-dental applicants each summer.
- Provide information to prospective students regarding pre-health majors at Wofford, which may include working with the Admissions Office at various times for specific presentations.
- Collaborate with campus partners regarding student success and retention initiatives specifically for pre-medical and pre-health students from historically underrepresented student groups.

- Participate in professional development opportunities, including, but not limited to, advising-associated local, regional and national conferences.
- Assist the director of advising with various projects assigned.

REQUIREMENTS

- Knowledge of college policies and practices, including, but not limited to, Family Educational Rights and Privacy Act (FERPA), Title IX, ADA, etc.
- Excellent communication and interpersonal communication skills when working with diverse student groups, faculty and the community.
- Ability to provide individualized guidance to students in a supportive manner.
- Excellent organizational planning skills.
- Ability to multi-task, make informed decisions and prioritize projects with attention to detail.
- Ability to use discretion with confidential information.
- Availability to work occasional nights and weekends.

QUALIFICATIONS

Preferred qualifications

- Master's degree in higher education, counseling or a closely related field from a regionally accredited institution.
- A minimum of five years academic advising experience in a higher education setting.
- Experience with pre-health advising and/or clinical internships.
- Experience with Banner, Workday and/or DegreeWorks.
- Understanding of pre-health track advising and admissions processes.

Minimum qualifications

- Bachelor's degree in counseling or a related field from a regionally accredited institution.
- A minimum of three years advising experience in a post-secondary setting.
- Demonstrated ability to work with students, faculty, and administrators.
- Excellent written and oral communication skills with students, faculty and staff.

APPLICATION

Application materials should be emailed to AdvisingAssistantDirector@wofford.edu. Application materials include: (1) a cover letter outlining interest, qualifications and experience, commitment to diversity and inclusion, and vision for the role of advising at a residential liberal arts college, (2) current curriculum vitae, and (3) contact information for three professional references.

Review of applications will begin on March 25, 2024, and continue until the position is filled. Questions can be addressed to the chair of the search committee, Dr. Cynthia Curry, at currycc@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.