Assistant Director of Admission for Communications and Operations

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. A Phi Beta Kappa college (chartered in 1940), Wofford offers 27 major fields of study to a student body of 1,823 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 accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

The Wofford College Office of Admission invites applications for the position of assistant director of admission for communications and operations. The individual will be responsible for all admission communication, ensure data integrity and manage all data uploads. 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:

- Manage the admission communication plan. Complete audits of the communication plan as needed.
- Ensure prospective student record accuracy in Slate, Banner and Axiom.
- Serve as the liaison between admission and the Office of Marketing and Communications.
- Maintain and update student and organization records across multiple platforms (Slate and Banner).
- Manage data entry and uploads from any source through Slate.
- Maintain inventory of admission materials.
- Provide exceptional customer service through timely communication with campus partners and prospective students.
- Represent Wofford to students, parents, alumni and high school counselors in a variety of settings.
- Conduct on-campus information sessions to both large and small groups; assist with other on-campus recruitment and yield activities.
- Other duties as assigned by the director of admission.

QUALIFICATIONS
The successful candidate must hold 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 audiences. 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 judgment 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 excellent attention to detail and documentation skills. The ability to maintain confidentiality when working with sensitive data and demonstrate proficiency in Microsoft Office Suite is essential to the position.

For this role, we are particularly interested in qualified applicants that have a high degree of comfort with technology and data management, experience with CRM systems and a working knowledge of higher education admission operations. Previous experience with Slate is preferred.

**APPLICATION**

All application materials must be submitted electronically in a single email to 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. For assured consideration, submit application materials by Friday, Oct. 13, 2023.

**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.