Career Center Fellow – Information and Data

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.

Career Center Fellow
Wofford College’s Career Center invites applications for Career Center Fellow – Information and Data (CCF). The CCF should be interested in working in the field of career development, higher education, data analytics, website management and/or information dissemination. The CCF will assist the internships and information manager with presenting and sharing data, updating and maximizing the Career Center’s CMS, supporting the social media channels of the Career Center and supporting and planning events.

The CCF is a full-time, on-campus position working 40 hours a week with regular office hours of 8:30 a.m.- 5 p.m. The position is focused on learning and can be a 1- or 2-year fellowship. Graduates from 2022-2024 are encouraged to apply.

Task could include:
- Work closely with Career Center staff on data analysis, assessment and marketing programs and events to students.
- Help track student engagement with Career Center events, programs and services using data analytics tools in Handshake.
- Assist with monitoring and reporting on key performance metrics for the Career Center.
- Support the Career Center’s social media initiatives by creating content, managing accounts, supervising student workers and analyzing engagement.
• Participate in marketing and outreach efforts to update and promote the career center via its website.
• Support and maintain administrative governance over the organization’s CMS, including identifying troubleshooting and resolving technical and user issues.
• Contribute to Career Center blogs, newsletters and the website by writing articles highlighting data and trends.

FELLOWS WILL:
• Gain hands-on experience with data analysis, assessment, marketing and communications in a career services setting.
• Build skills in areas such as data literacy, assessment, market research, social media marketing and communications.
• Have the opportunity attend a professional development conference or event during the fellowship.

APPLICATION
Resume and cover letter should be submitted electronically to Curt McPhail. mcphailpc@wofford.edu. Review of applicants will continue until the position is filled.

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.