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 1,874 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 the director of external relations in the Career Center. The director will be responsible for building, fostering and maintaining long-term relationships with alumni, employers, parents, other external constituents and friends of the college that result in increased engagement. This engagement will be geared toward improving first destination data, increasing job and internship opportunities, mentors and events in the Career Center. The director will identify, cultivate and engage individuals and organizations to positively impact the Wofford student experience. These partnerships should result in immersive projects and activities, internships and employment opportunities. By serving as the key point of contact between the Career Center and external stakeholders, the director will partner with alumni and employers to create pathways into their firms. The director will be an integral part of the Career Center team and will work closely with the senior director. The director also will work closely with the offices of Philanthropy and Engagement and Admissions.

The director is a full-time position that works 40 hours a week, with a regular schedule of 8:30 a.m.-5 p.m. and the expectation of regular travel.

**RESPONSIBILITES**

65% **Relationship building, employer recruitment**
- Identify and build relationships with alumni, employers, parents and other external constituents. This includes, but is not limited to, relationships with people who hold talent acquisition, learning and development, and/or management roles, each of which can support Wofford and students in many ways.
- Build and enhance recruiting relationships and create new on- and off-campus recruiting opportunities for students across a variety of industries in all sectors. This will include travel.
- Maintain a tracking system to ensure dates, information and expectations are tracked to ensure the experiences of potential supporters are positive.
- Support employer interviews and applications needs.
- Develop, manage and implement a career cluster model that creates additional opportunities for students to find mentors, placements and information about careers.
20% **Research and development**
- Communicate and maintain in-person contact with industry leaders, human resources reps, affinity groups and other applicable organizations and entities to ensure an up-to-date understanding of industry needs.
- Work with faculty and staff to identify existing relationships and work together to leverage these for the benefit of Wofford students.
- Along with the executive director, support trustees in the development of opportunities for students.
- Work with the alumni office to identify alumni contacts that will translate into employers, career cluster members and other valuable contacts for students.
- Work with the internships and information manager to regularly check and discuss Handshake and reach out to employers that do not have current relationships with the Career Center.
- Manage LinkedIn pages along with the alumni office and use for additional recruitment.

10% **Event planning/participation**
- Plan and execute events with employers, alumni and others with the purpose of networking, job hiring, etc.
- Join alumni events as needed or suggested.
- Travel to see alumni in conjunction with the Office of Philanthropy and Engagement.

5% **Other**
- Potentially teach FYI with the sole strategy to meet and develop relationships with students who will positively view the Career Center.
- Other duties as assigned.

**APPLICATION**

Resumes should be emailed to Curt McPhail, executive director of the Career Center, at careercenter@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.