DIRECTOR OF EXTERNAL RELATIONS

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford welcomes 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 1,800 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’s Career Center invites applications for director of external relations (DER). The DER will be responsible for building, fostering and maintaining long-term relationships with alumni, employers, parents, other external constituents and friends of the college to increase engagement. This will result in improved First Destination data, increased job and internship opportunities, mentorships and events in the Career Center. The DER will identify, cultivate and engage individuals and organizations who can positively impact the Wofford student experience. These partnerships should result in deeply immersive projects and activities, as well as internship and employment opportunities. By serving as the key point of contact between the Career Center and external stakeholders, the DER will partner with alumni and employers to create pathways into their firms. The DER will be an integral part of the Career Center team and will work closely with the senior director and team. The DER also will work very closely and communicate often with the offices of Admission and Philanthropy and Engagement.

The DER is a full-time, on-campus position working 40 hours a week, with regular office hours of 8:30 a.m.-5 p.m., and the expectation of regular travel.

RESPONSIBILITIES

**Relationship building, employer recruitment**
- Identify and build relationships with alumni, employers, parents and other external constituents. This includes relationships with people who hold talent acquisition, learning and development and/or management roles.
- 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 system to track dates, information and expectations to ensure the experiences of potential supporters is 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.
Research and development

- Communicate and maintain in-person contact with industry leaders, human resources representatives, affinity groups and other applicable organizations and entities to ensure an understanding of current industry needs.
- Work with faculty and staff to identify existing relationships and work together to leverage these for the benefit of students at Wofford.
- 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 our students.
- Work with the internships and information manager to regularly check and discuss Handshake and reach out to employers who don’t have current relationships with the Career Center.
- Manage and utilize LinkedIn pages along with the Alumni Office for additional recruitment.

Event planning/participation

- Plan and execute events with employers, alumni and others for the purpose of networking, job hiring, etc.
- Join alumni events as needed or suggested.
- Travel to see alumni in coordination with the Office of Philanthropy and Engagement.

Other

- Other duties assigned to support the Career Center and Wofford.

QUALIFICATIONS

Applicants will have a bachelor’s degree from an accredited institution and two years of relevant experience. This experience should include talent recruiting, higher education, quality event planning, strategic partnership development, programming and relationship building. Successful candidates will have great communication skills. Initiative is critical to this position and candidates should have a proven ability to work independently and demonstrate intellectual rigor. Lastly, candidates should possess a strong ability to influence, organize and lead.

APPLICATION

Resume and cover letter should be submitted electronically to ccjob@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.