Executive Assistant to the Office of the Provost

Wofford College invites applications for an executive assistant to the Office of the Provost. The executive assistant serves as the administrative assistant to the vice president for academic affairs. S/he must have the highest standards of professionalism and confidentiality, an ability to handle complex duties in a dynamic work setting, demonstrable evidence of effective oral and written communication, excellent interpersonal skills, and ability to positively relate to the academic community and various external publics.

GENERAL STATEMENT OF DUTIES
The executive assistant coordinates the activity in the Office of the Provost, one of the busiest central administrative offices at the college. This work includes, but is not limited to, managing schedules (daily and travel schedules of the provost); maintaining records (including personnel files, multiple budgets, etc.); liaising with academic department chairs, committee chairs and direct reports to the Provost; and multiple other duties as assigned.

The executive assistant to the office of the provost is a full-time, 12-month, exempt position. The normal college hours are 8:30 a.m. to 5 p.m., Monday through Friday. The position requires occasional extended work hours, including some evenings and weekends.

MINIMUM QUALIFICATIONS
A bachelor’s degree is preferred. However, applicants with experience (five years preferred) as an assistant in an office setting with complexity and high level demands, preferably in an educational environment, or other comparable experience will be given consideration.

Knowledge and abilities:
- Principles and practices of office management and records maintenance.
- Modern office practices, procedures and equipment.
- Computer operating systems and software involving word processing, spreadsheets, presentation software, email and social media.
- Professional communication skills including English usage, grammar, spelling, punctuation and vocabulary.

The applicant must be able to:
- Establish and maintain effective and cooperative working relationships with others.
- Employ the utmost discretion in matters relating to personnel.
- Quickly learn and adapt to the administrative functions and practices of the college, especially the shared governance system (faculty/administration).
- Manage and maintain schedules.
- Communicate politely and effectively, both orally and in writing.
- Prepare memos, letters, agendas, expense statements and other documents using word processing, spreadsheet, database or presentation software.
• File and retrieve (using physical and electronic methods) college documents, records and reports.
• Work effectively to meet demanding schedules and multiple timelines.
• Work independently with little direction.
• Employ sound judgment and a sense of timeliness in completing tasks.
• Relate effectively to people of varied age, academic, cultural and socioeconomic backgrounds using tact, diplomacy and courtesy.
• Plan both regular and special events for the Office of the Provost.

APPLICATION
Email a letter of interest, a resume and the names and addresses of three references to Dr. Timothy Schmitz, Interim Provost at provost@wofford.edu. Review of applications will begin immediately and will continue until the position is filled.

Compensation includes salary commensurate with experience and a competitive benefits package to include health insurance and a tax-deferred retirement plan.

ABOUT WOFFORD COLLEGE:
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 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful 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 19 NCAA Division I athletics teams.

ABOUT SPARTANBURG:
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartenburginc.com.

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.