Wofford College invites applications for an internship and information manager for the Career Center in the Mungo Exchange. Internships provide college students with needed experiences to gain hands-on knowledge about their chosen career field and propel them toward career success after college. Internships are an integral part of a student’s college experiences and allow application of classroom learning in professional environments. The Career Center’s internship and information manager position is focused on providing support to students in their internship search and outreach through dedicated programming, meetings and management of employer resources. Additionally, the internship and information manager will utilize social media and other communication channels to help students foster their internship strategies and acquire needed skills to grow as professionals.

REQUIRED QUALIFICATIONS:
Applicants will have a bachelor’s degree from an accredited institution and two years of relevant experience or a master’s degree in higher education (preferred). The ideal candidate will have a minimum of one to two years of experience developing, promoting and managing internship and experiential learning opportunities for students in a higher education environment. The position requires a dynamic individual with strong verbal and written communication skills, a commitment to inclusive excellence, and the ability to develop and maintain effective working relationships with students, alumni, families, employers, faculty and staff. Successful candidates will have great written and verbal 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.

SKILLS AND KNOWLEDGE:
This position requires an ability to communicate effectively and interact with constituents of the college and the public. Excellent public speaking and relationship-building skills. Involves analytical thinking, creativity, programming and strategic planning. Proficiency in time management, project management, ability to stay organized, adaptability, flexibility and close attention to details are a plus.

RESPONSIBILITIES:
The internship and information manager will provide coaching and advising to students across the institution regarding career exploration and development of professional skills in preparation for internship experiences. Working closely with the executive director, the internship manager also will advise students on the requirements to register for academic internships for credit and have oversight of the Career Center’s growing internship stipend program. The internship manager will work with the director of employer relations and serve as a resource for employers interested in hiring students for internship positions to increase the number of internship opportunities available. Moreover, the selected candidate will utilize the department’s current online platforms to help identify and procure additional resources that would be of value to the office to help students in their internship search
strategies. The selected candidate will work closely with the director of external relations and academic departments to increase awareness and engagement of internship opportunities available to students.

**STUDENT SUPPORT:**
As a member of the Career Center team, the internship and information manager will assist students in the career development process through one-on-one meetings focused on effective cover letters, resume reviews, interview prep and internship search strategy development and search.

**OFFICE AND CAMPUS INVOLVEMENT:**
Wofford is a robust community with lots of potential partners and partnerships, and the Career Center is a very active member of this community. The selected candidate will be a proactive team member helping with events, contributing at team meetings, and seeking campus partners and student organizations to grow internship opportunities for students. Faculty involvement is critical to the Wofford experience and the internship and information manager will foster relationships with faculty members who can participate in and support internship opportunities at Wofford.

**APPLICATION:**
Application materials should be emailed to CareerCenterSearch@wofford.edu. Application materials include a cover letter and resume. Questions about the position can be directed to Dr. Tasha Smith-Tyus at smithtyusl@wofford.edu.

Applications received by April 22 will receive full consideration. The search committee will ask for references and a brief presentation on internship search strategies as part of the second interview. The committee will not review any materials other than items requested. The first round of interviews will be conducted via Zoom, and on-campus visits will follow if public health guidelines and college policies allow.

**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 onespartanburginc.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.