



Launch Program Manager

Wofford College invites applications for a Launch Program manager at The Career Center in the Mungo Exchange. Entrepreneurial thinking is a proven skill set that propels college students toward success after college. For the past eight years, Wofford has encouraged students to pursue entrepreneurial activities through programming, scholarships, funding, pitch competitions and dedicated staff. The Career Center promotes entrepreneurship to add value and support to students looking to grow their skills, and who want to develop ventures that could be their first destination after graduation. The Launch Program manager is focused on providing support to students through the implementation of programs, meetings, competitions and more to increase entrepreneurial thinking among students.

REQUIRED QUALIFICATIONS:

Applicants will have a bachelor's degree from an accredited institution and two years of relevant experience. This experience should include entrepreneurship development, strategic partnership development, programming and relationship building. Successful candidates will have excellent 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. The successful candidate will have excellent public speaking and relationship-building skills. The position also involves analytical thinking, creativity, programming and strategic planning. Proficiency in time management, project management, ability to stay organized, adaptability, flexibility and paying close attention to details are a plus.

RESPONSIBILITIES:

Entrepreneurial programing

The Launch Program manager will be responsible for monthly meetings with Launch students. The meetings and all programming are inclusive of Launch Scholars and any other students who are interested in entrepreneurship. The manager should host weekly office hours for students, host events focused on entrepreneurship as a career field, help foster student ventures, work with the alumni office to create an entrepreneurship in residence program and continue to evolve a workbook dedicated to helping Wofford students grow and develop ventures.

Student support

The Launch Program manager is a member of the Career Center team and will assist students in the career development process: resume building, interview prep, job/internship search strategy and other one-on-one meetings. Additionally, the manager will have individual development meetings with students working on ventures.

Office/campus involvement

Wofford is a robust community with a vast number of potential partners and partnerships, and the Career Center is a very active member of this community. The Launch Program manager will be a proactive team member helping with events, contributing at team meetings and seeking campus partners and student organizations to grow the involvement of students in the Launch Program. Faculty involvement is critical to the Wofford experience, and the LPM will foster relationships with faculty members who can participate in and support the entrepreneurship ecosystem 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 Curt McPhail at mcphailpc@wofford.edu.

Applications received by Feb. 10, 2022 will receive full consideration. The search committee will ask for recommendation letters and a writing sample as part of the second review. The committee will not review any material other than items requested. The first round of interviews will be conducted by 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.