Wofford College invites applications for a visit coordinator in the Office of Admission. The individual will plan campus visits for prospective students and their families, conduct information sessions, work closely with student ambassadors and support the visitor experience through guest check-in and front desk coverage when needed. This is a full-time, salaried position that requires numerous weekends and extended hours.

RESPONSIBILITIES:
Core responsibilities include, but are not limited to the following:

- Represent Wofford to students, parents and high school counselors in a variety of settings.
- Plan and coordinate varying types of visits for prospective students and their families.
- Collaborate with faculty, academic departments, international programs, financial aid, athletics, the career center and other campus constituencies to ensure each visit is successful.
- Schedule all tour guide responsibilities for daily sessions, all access visits and group visits.
- Conduct on-campus information sessions to both large and small groups; assist with other on-campus recruitment and yield activities.
- Maintain and update visit registration and tour guide information through Slate.
- Collaborate with the director of admission events regarding tour guide needs for admission events.
- Collaborate with the director of admission marketing and communications and data regarding communication flow for all types of visits.
- Serve as a co-supervisor for student ambassadors and interns working in the Office of Admission.
- Serve as a relief receptionist to greet prospective students and their families.
- Represent Wofford at local college fairs on an as-needed basis.
- Other duties as assigned by the director of admission.

QUALIFICATIONS:
The successful candidate must hold a bachelor’s degree and valid driver’s license. The candidate must possess excellent interpersonal, organizational and communication skills, and the ability to present to multiple audiences. In addition, candidates must present a strong work ethic, genuine interest in supporting students in the college search process and a commitment to ongoing professional and personal growth. The ability to work well independently and collaboratively, as well as multitask and prioritize in a fast-paced environment, also is expected.

The successful candidate will have sound judgement in solving problems, the ability to anticipate and meet the needs of others and a willingness to place the team ahead of one’s own personal interests. In addition, the candidate must demonstrate an understanding of the importance of diversity, equity and inclusion, specifically in higher education. The ability to maintain confidentially when working with sensitive data and demonstrate strong proficiency in Microsoft Office Suite is essential to the position.
For this visit coordinator position, we are particularly interested in qualified applicants that can articulate the benefits of a liberal arts education. Previous experience in planning and managing events would be very desirable.

APPLICATION:
All application materials must be submitted electronically in a single email to Megan Tyler at tylermp@wofford.edu. Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position, (2) a current resume, and (3) names and contact information for (minimally) three professional references. Applications will be accepted until the position is filled. The anticipated start date is late May 2022. For assured consideration, application materials must be received no later than midnight April 5, 2022.

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.