



Where
thought
leads.

Administrative Assistant in the Lifelong Learning Program

Wofford College is a place where thought leads, where ideas are celebrated and where problem-solving is expected. Wofford invites 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 1,875 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 invites applications for **Administrative Assistant in the Lifelong Learning Program**. The Administrative Assistant will provide professional, high-quality, organized, detail-oriented clerical support to the program. The Administrative Assistant will exhibit strong problem-solving and interpersonal skills, especially when working with senior adults; take initiative to do what needs to be done; communicate effectively with other staff and volunteers; utilize technology; perform a variety of complex clerical assignments; and execute tasks amidst repeated interruptions. The ideal candidate should exhibit mature judgment and a professional demeanor in serving the senior population.

The Administrative Assistant position is located at the Central United Methodist Church Education Building in the Lifelong Learning at Wofford office. This is a non-exempt position with an overall 0.62 FTE scheduled for 25 hours/week year-round. The normal work schedule is 8:30 a.m.-1:30 p.m., Monday through Friday, with some limited exceptions for evening events.

RESPONSIBILITIES

40% – Program support:

- Serve as program receptionist by assisting Lifelong Learning students and visitors, answering the phone and responding efficiently to daily emails.
- Update CampusCE software, as needed, with instructor and student profile information.
- Order, receive and maintain inventory of office and lounge supplies.
- Operate standard office equipment, including coffee and tea appliances. Schedule and coordinate computer and printer maintenance as required.
- Make weekly deposit, mail and copy runs to Wofford’s campus.
- Maintain credit card and petty cash accounts.
- Assist in preparing weekly Lifelong Learning “Eblast” communication emails.
- Send out council and committee agendas and minutes as needed.

- Work with volunteer subcommittees: member outreach, registration (includes Summit Hills and White Oaks visits), class liaison, first-week check-in and greeters and new member relations.
- Perform other related duties as assigned.

40% – Registration support:

- Provide support during registration periods, meeting with students via phone or in person.
- Utilize CampusCE software to maintain student profiles and process registration additions, drops, switches, those pending, cancellations and refunds.

10% – Term and scheduling support:

- Update term schedules and calendars for each of the four terms: fall, winter, spring and summer. Maintain Outlook calendars with course details and logistics.
- Create room use bulletins.
- Request use of spaces at Wofford College and Central UMC as needed.
- Make copies for instructors, run nametags for new members and instructors, and print out rosters.
- Send out class reminders and end-of-term evaluations for student feedback.

5% – Event support:

- Attend various off-site special and social events as needed and as scheduled (sometimes in the early evening), including running catering-related errands. May drive Wofford van to various trips and events.

5% – Miscellaneous duties

- Attend training to stay current on job requirements.
- Perform administrative employee-related tasks and attendance tracking.
- Perform other related duties as assigned by the director.

QUALIFICATIONS

The ideal candidate will have a bachelor's degree or equivalent work experience, two years of relevant office experience and administrative skills, problem-solving and interpersonal skills, and a desire to continue education, formally or informally, and to grow in responsibility and impact with the program. Proficiency and willingness to work with and be trained in college- and program-related technology are required. Excellent organizational skills and the ability to multi-task, prioritize, make good decisions and think and work independently with little or no supervision are essential. The candidate must have full knowledge and capabilities of Microsoft Office. Administrative experience in a college/university environment and/or working with the senior population is a plus. A valid South Carolina driver's license is required.

APPLICATION PROCESS

Application materials should be sent in a single email to LLLjob@wofford.edu. Application materials should include: (1) a cover letter, (2) a resume and (3) contact information for three references.

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.