



Where
thought
leads.

Career Development Specialist

Wofford College is a place where thought leads, where ideas are celebrated and 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 a **Career Development Specialist**. The primary role of the Career Development Specialist is to engage and educate first- and second-year students through programs and one-on-one meetings. The Career Development Specialist is responsible for coordinating and supervising career planning programs for undecided students and providing counseling services on an individual and group basis. This position will also present outreach programming and workshops to students in classroom settings, residence halls and student organizations. The Career Development Specialist serves as the liaison between career services, academic advising, first-year programs and faculty who teach first-year students.

This is a full-time position located in the Career Center. The normal work schedule is 8:30 a.m.-5 p.m., Monday through Friday. Contingent upon activities and events, occasional evenings and weekend hours will be expected.

RESPONSIBILITIES

The Career Development Specialist will provide coaching and advising to students across the institution regarding career exploration and development of professional skills in preparation for life after Wofford. Moreover, the selected candidate will utilize the department’s current online platforms to help identify and procure additional resources that would benefit students in their career development process. The selected candidate will work closely with the student services team and academic departments to increase awareness and engagement of career opportunities available to students.

QUALIFICATIONS

Applicants should have a bachelor's degree from an accredited institution with two years of relevant experience or a master's degree in higher education, which is preferred. The ideal candidate will have a minimum of one to two years of experience developing, promoting and managing within the higher education environment or a closely related field. 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. Candidates should also possess a strong ability to influence, organize and lead.

APPLICATION PROCESS

Application materials should be sent in a single email to careercenter@wofford.edu. Application materials should include: (1) a cover letter and (2) resume. Questions about the position can be directed to Dr. Tasha Smith-Tyus at smithtyusl@wofford.edu.

Applications received by June 21, 2024, will receive full consideration. The search committee will ask for references and a brief presentation on student engagement strategies as part of the second interview. The committee will not review any materials other than the items requested. The first round of interviews will be conducted virtually, and on-campus visits will follow.

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.