

# WINGATE UNIVERSITY

*Founded in 1896*

## **Wingate University Position Description**

**Position Title:** Director of Lyceum and Multicultural Programming

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website:

<http://www.wingate.edu>

### **Basic Function:**

The Director will oversee the University's enrichment program, Lyceum, an undergraduate degree requirement that seeks to support and expand the classroom experience through co-curricular programming. The Lyceum program requirement includes events with an intentional, multicultural perspective in four distinct areas: discussion and discovery of ideas, personal and professional growth, faith and character development, and cultural arts appreciation. The Director is responsible for all facets of the Lyceum program, including program development, event management and scheduling, and degree requirement tracking and auditing.

### **Primary Duties and Responsibilities:**

- Work with student groups, faculty and staff to develop and integrate multicultural programming that expands and supports the classroom experience, highlights diverse perspectives, and supports under-represented students.
- Ensure balanced programming to support all four areas of emphasis: discussion and discovery of ideas, personal and professional growth, faith and character development, and cultural arts appreciation.
- Coordinate the Multicultural Awareness Council to ensure diverse perspectives are represented in Lyceum programming and that under-represented students, faculty and staff have a voice in University programming.
- Work collaboratively with the Executive Director of University Events to schedule venues and technical support for all Lyceum programs.
- Coordinate travel logistics for all visiting guest speakers/artists and coordinate VIP receptions for distinguished speakers/performers.
- Oversee attendance tracking for all events, advise students on requirement completion, respond to student questions and concerns, and manage student appeals.
- Maintain, market and promote the Lyceum events calendar.

- Responsibility for the Lyceum budget, complete all requisitions and reimbursements, and request, review and process event contracts.
- Supervise, hire and train student workers, including a graduate assistant and Lyceum Ambassadors.
- Assess and evaluate the Lyceum program to ensure the program achieves its goals and learning objectives.

**Minimum Requirements and Preferred Qualifications:**

- Bachelor's degree required; Master's degree preferred.
- Must have a demonstrated commitment to inclusion and diversity.
- Willingness to work evenings and weekends as needed to assist at high attendance events and/or ensure program quality.
- Strong mastery of computer applications (e.g. Excel, Google applications).
- Ability to multi-task and work well under pressure and maintain deadlines.
- Excellent analytical and problem-solving skills.
- Strong oral and written communication skills.
- Must also have a willingness to be flexible and ability to work autonomously.
- The ideal candidate must have a proven ability to work with students, faculty, staff as well as community members.
- Must have a responsive, service-oriented work style.
- Must be comfortable learning new technology applications.
- Strong graphic design and promotional skills are advantageous.

Salaries and benefit packages at Wingate are competitive and commensurate with experience. Please send a letter of interest, resume/CV, and contact information of three references to [hr@wingate.edu](mailto:hr@wingate.edu).

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.