



## **Wingate University** **Position Description**

**Position Title:** Special Assistant to the Dean, School of Pharmacy

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>

**FLSA Classification:** Exempt Staff

### **Job Summary:**

The Special Assistant will work closely with the Dean and other administrators in the School of Pharmacy in a student-centered approach to advance the institution and to enhance student, faculty, and staff satisfaction. To this end, motivation and discipline of the nonacademic staff are essential responsibilities of the position. The successful candidate will also work with School of Pharmacy administrators, faculty and staff in a collaborative effort to achieve the Schools' goals. This is a full-time, 12-month administrative staff position.

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

- Supervise nonacademic personnel.
- Responsible for performance management of nonacademic personnel.
- Develop the annual WU-SOP program publication.
- Develop a program annual report.
- Responsible for development of an organized system of student background checks, student drug testing, special reports, office-related and personnel-related new faculty orientation.
- Manages faculty vacation schedules and professional travel.
- Handles the management of scholarship fund.
- Supervises assigned special projects and programs.
- Manages the budget.

### **Minimum Requirements:**

- Bachelor's degree required with at least two years of experience in administration.
- University-based academic administration is preferred.

Salaries and benefits 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.