



Wingate University **Position Description**

Position Title: Assistant Director of the Academic Resource Center for Tutoring and Supplemental Instruction

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: 12-month position, Exempt Staff

Job Summary: Wingate University's Academic Resource Center is seeking a caring professional to provide leadership, supervision, coordination, training, and day-to-day operations of the Tutoring and Supplemental Instruction programs. Provide additional support to the Center through student assistance, early alert intervention, and program development while contributing positively to the strong team ethos within the ARC.

Minimum Requirements:

- Master's degree required in education/special education, higher ed administration, developmental education, college student personnel, or related field.
- Previous experience as a tutor or supplemental instructor, learning specialist, or overseeing learning support programs preferred.
- 2-4 years 'experience preferred.
- ITTPC Master or Advanced tutor certification preferred
- Knowledge of theory and best practices in learning and education
- Proficiency with computer and office applications
- Must be able to work both independently and collaboratively at times; must be able to prioritize student needs and provide a supportive environment to students in crisis.

Compensation: 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.

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 and its amendments. 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.