



Wingate University
Position Description

Position Title: Program Assistant, Doctor of Occupational Therapy Program

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: Non-Exempt Staff

Job Summary:

The OTD Program Assistant provides support to the administrators and faculty of the Doctor of Occupational Therapy program. This is a full-time, 12-month position.

Primary Duties and Responsibilities:

- Develops and maintains a systematic filing system and computerized databases and spreadsheets to allow for easy retrieval of information as needed.
- Manages billing and collection for faculty services.
- Inventories, maintains, and orders office supplies.
- Directs visitors and inquiries to the appropriate office or program area.
- Presents a positive, congenial image in greeting and interacting with the public.
- Serves as secretary to program meetings; assists with scheduling of meetings, records minutes, and makes minutes available to appropriate parties in a timely manner.
- Maintains files for vendors and matriculated students.
- Coordinates office set-up for new faculty and staff.
- Assists with updating inventory and ordering lab supplies, and coordinating lab equipment purchases and repairs.
- Assists search committees with scheduling interviews with faculty candidates, including coordinating interviews, securing lodging/transportation/accommodations, creating interview day itinerary, etc.
- Orders desk review copies of textbooks for faculty as needed, and provide oversight of the online bookstore adoption process.
- Hires, trains, schedules and supervises student office assistants (as applicable).
- Orders and delivers award certificate plaques and gifts from the program.
- Coordinates with physical plant and information technology department for maintenance, repair, and troubleshooting of office facilities and technology.
- Sorts and distributes all occupational therapy mail and packages.

- Assists with documentation, organization, and filing of assessment data for internal and external review.
- Assists with organizing and securing sites and media equipment for academic programs and other departmental events.

Minimum Requirements:

- Must have a minimum of a high school diploma.
- Preferred to have a minimum of 1 year of experience in secretarial or office management work.
- Demonstrate excellent typing skills, organizational skills, customer service/communication (written and oral/telephone) skills, and time management skills with attention to detail.
- Must be self-motivated, possess initiative, and have sound analytical judgment.
- Show excellent problem solving, critical thinking, and the ability to multi-task while remaining calm under pressure.
- Must be neat in appearance, personable, and dependable.
- Must be able to handle sensitive information confidentially.
- Possess knowledge and skills associated with standard office software (Microsoft Word, Excel, Power Point, etc.) and the ability to learn program specific software; experience with database management software 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 .

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.