



Wingate University Position Description

Position Title: Full-time Faculty and Director of Graduate Education

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>.

The Director of Graduate Education is responsible for implementing and supervising all aspects of the Graduate Education program. This is a 12-month, exempt position.

Primary Duties and Responsibilities:

- Teach courses (6-9 credit hours per year) in the Graduate Education K-12 Program (MAT, MAEd, EdD)¹.
 - Action Research
 - Research in Educational Trends, Issues, and Best Practice
 - Assessment and Instructional Intervention
 - Curriculum and Instructional Leadership
- Serve as chair/committee member on all capstone projects.
- Advise students on the Capstone project process and requirements.
- Serve as ProQuest EDT Administrator.
- Engage in student recruitment/community relations and admissions activities (special recruiting events, information sessions, new student admission and orientation).
- Provide faculty support (assist with hiring process, adjunct orientation, syllabus review, textbook submissions).
- Engage in curriculum development with full-time graduate education faculty, as needed.
- Meet with graduate education faculty on a regular basis.
- Coordinate and complete graduate education faculty evaluations.
- Collaborate with assistant deans on graduate education program assessment.
- Oversee graduate education budget.

Qualifications:

- A terminal degree is required.
- Experience in the K-12 educational system is required.
- Online teaching experience is preferred.

Applicants are requested to send via email a letter of application, resume/CV, and contact information for three (3) 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.