



Wingate University Position Description

Position Title: Administrative Assistant, Physician Assistant Studies

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 Administrative Assistant will work with clinical faculty to facilitate the coordination and maintenance of student clinical rotation sites and act as liaison between PA clinical faculty and affiliated healthcare systems. This is a full-time, 12-month position on the Wingate campus.

Primary Duties and Responsibilities:

- Manage and maintain organization of clinical affiliation agreements.
- Serve as liaison between the PA clinical office, students, and clinical preceptors.
- Create and maintain databases/spreadsheets.
- Schedule, organize and maintain records of routine student screenings as required by the program and clinical sites.
- Assist in preparation of administrative reports as requested by faculty.
- Complete assignments as assigned by the Director of Clinical Education and Program Director.

Minimum Requirements:

- Bachelor's degree preferred; Associate's degree and equivalent work experience will be considered.
- Proficiency in MS Office with expertise in Word and Excel.
- Excellent verbal and written communication skills are essential.
- Ability to conduct work activities while adhering to principles of confidentiality.
- Ability to work independently organizing and prioritizing work.

Please send a letter of interest, resume, 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.