



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

**Position Title:** Pharmacy Student Success Counselor

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 Student Success Counselor is a full-time staff position located on the Wingate campus and reporting to the Dean of the School of Pharmacy. The counselor has broad responsibilities associated with the goal of assuring the academic/study skills necessary for the mastery of the prescribed cognitive, psychomotor, and affective domain learning objectives required for the awarding of the Doctor of Pharmacy degree. To that end, the Success Counselor works directly with pharmacy faculty and students for the enhancement of the learning process. The Success Counselor will counsel, motivate, teach, advise, and assist students in the mastery of professional school learning skills.

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

- Provide ongoing pharmacy student support from matriculation to graduation.
- Assist with the pharmacy student onboarding program component on personal resilience.
- Create and implement an academic early-alert system.
- Coordinate a formalized academic monitoring system in real time.
- Hold regularly scheduled meetings with designated at-risk students.
- Develop individualized student time management plans and structured class study plans.
- Provide individualized counseling for note-taking skill enhancement and test-taking skill enhancement.
- Counsel students on issues and plans related to school/life balance.
- Provide individualized student wellness assessment and counseling.
- Create and present faculty, staff, and advisor development sessions.
- Serve as an *ex-officio* member of the Academic Standards Committee.
- Make referrals to other University resources for students as needed.

**Requirements:**

- Bachelor's degree from a regionally accredited US institution; Master's degree preferred.
- Excellent organizational and communication skills.
- Academic and personal counseling experience required.
- Competence with basic Microsoft Office.
- Some travel is required.

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.