



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

**Position Title:** IT/AV Support Staff

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:**

This position provides information technology and audio-visual technology support for the academic programs and provides direct support to the College of Health Science students, faculty and staff. Position will support Wingate and Hendersonville campuses.

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

- Provide end user and desktop support on University software and hardware for students, faculty and staff
- Install and configure workstations, software and audio-visual technologies
- Troubleshoot and resolve software and hardware issues for students, faculty and staff
- Provide administrator support for students, faculty and staff on the University's Learning Management System, Assessment System and various educational software
- Train faculty and staff on the proper use and maintenance of education support technologies, including computer and audio-visual technologies
- Train students on the proper use of University systems and available resources
- Actively participate in meetings with Wingate-based information technology support staff
- Perform other duties in support of educational programs as assigned

### **Minimum Requirements:**

- Bachelor's degree in computer-related field or equivalent experience
- Strong interpersonal and organizational skills, excellent verbal communication skills and ethical and professional behavior.

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.