



Wingate University

Position Description

Position Title: Program Director, PA Studies

Wingate, a comprehensive, independent and growing university, serves more than 3,600 students in North Carolina. Founded in 1896, the University offers 35 undergraduate majors as well as graduate and professional programs. Wingate is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. Wingate blends in-class exploration with out-of-class application to deliver an uncommon and life-changing educational experience. Nearly one-in-five Wingate undergraduate students is preparing to be a pharmacist, physician assistant, physical therapist, occupational therapist or nurse, and 65 percent of graduate students are enrolled in health sciences. Wingate offers six master's degree programs and four doctoral degree programs. Students are supported by more than 325 endowed scholarships. The University's motto is "Faith, Knowledge, Service." View current news and videos at www.wingate.edu.

FLSA Classification: Exempt Staff, 12-month position

The Program Director of the Physician Assistant program is responsible for the organization, administration, continuous review, planning, development, and general effectiveness of the program at the WU main campus and in Hendersonville, NC.

Duties and Responsibilities

- Provides continuous leadership and management of all facets of the program
- Oversees ongoing program assessment, evaluation and analysis for continuing ARC-PA accreditation
- Leads the program toward student-centered active learning approaches to instruction
- In collaboration with the Associate Program director, leads ongoing curricular evaluation and revisions to maintain a program of excellence
- Provides day-to-day management of program matters, including faculty and staff hiring, evaluation and development
- Oversees departmental fiscal management
- Works effectively with the Department's faculty, Medical Director, University administrators, and academic support offices to ensure consistent and sound implementation of academic policies and procedures
- Effectively communicates University administration's priorities and expectations to program faculty and staff

- Effectively communicates the program's priorities and needs to the Provost
- Performs service activities that advance the program and the profession including assisting in the recruitment, orientation and retention of students
- Demonstrates leadership for the program and WU through committee assignments, faculty governance, inter-professional collaborative and professional organizations
- Encourages and supports faculty involvement in service (institutional, professional, community)
- Encourages and supports faculty continuing professional development
- Encourages and supports faculty in obtaining extramural grants
- Effectively represents the program to internal and external constituents
- Involves PA faculty and staff appropriately in decisions and recommendations affecting the program
- Participates in program instruction and remediation as compatible with administrative role

Qualifications and Experience

- PA with Master's or Doctoral degree
- 3 years of full-time higher education experience
- Prior leadership experience in PA education
- Current or emeritus NCCPA certification

Please send a letter of interest, resume/CV, and contact information of three professional 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 and its amendments. 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.