



Wingate University **Position Description**

Position Title: Administrative Assistant, Collaborative for the Common Good

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University 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. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

FLSA Classification: Non-Exempt Staff, 10-month position

Job Purpose

The Administrative Assistant supports the efforts of the Collaborative for the Common Good, provides support to the Executive Director, CCG Coordinators, Advisory Board, FacultyStaff Associates, Graduate students, CCG Apprentices, Student Interns and work study students, and associated community partners to ensure efficient, effective operation of the many projects and facets of the CCG. This position also completes all administrative duties in a confidential, timely manner with a high level of quality.

Duties and Responsibilities

- Maintain regular office hours during a normal business day for the CCG in accordance with University policy and secretarial contract.
- Work together with the Executive Board and Provost's administrative assistant to maintain the efficient functioning of the CCG. This includes regular and thorough correspondence and communication.
- Collect data and other information for the CCG Advisory Council Meetings and help document the minutes of these meetings.

- Work with departments, graduate schools and committees at the university to accomplish the goals of Wingate University and the CCG.
- Work with the CCG Coordinators, project managers, and student workers/interns to prepare materials and to collect information requested by the Executive Director, Provost Office, and President's Office, including budgets, project timelines, community partnerships, white paper publication, and staffing information.
- Work with the CCG Executive Board during a faculty recruitment and project development to prepare advertisements, coordinate meetings, receive and file materials from candidates/community partners, copy and distribute materials to CCG board, and send letters and contracts to candidates and partners at the onset of the projects or initiatives.
- Serve as administrative assistant to committees or strategic task forces for which a member of the CCG Executive Board is chairperson, excluding attendance at meetings and taking minutes.
- Create and duplicate programs and advertisements as requested by CCG Executive Board and faculty associated with the CCG (during their projects/initiatives) for CCG events (e.g., Lyceums, workshops, retreats) and CCG-sponsored contests. Make arrangements for booking classroom use or space on campus for these events, and contact the required personnel to assist with the events.
- Arrange receptions for CCG events, including conferences hosted by the CCG.
- Work with CCG Financial Coordinator to maintain the departmental budget, order supplies, send requisitions.
- Compose CCG documents and correspondence.
- Transcribe minutes from CCG meetings (taken by a Coordinator or faculty member), if requested.
- Assist CCG Coordinators and associated faculty and students with the preparation of presentation materials.
- Maintain a database of generated artifacts associated with CCG service learning projects, courses, events, and white papers.
- Maintain data about participation in the CCG (student, faculty, community partners) and other pertinent information.
- Collect data for the Service Learning and Community Engagement Coordinator concerning SLCE courses sponsored by the CCG.
- Collect white papers from all faculty and student CCG projects and initiatives and contact David Storey in Marketing to have them posted to our CCG website.
- Assist the CCG Recruitment and Project Development Coordinator with respect to posting weekly Podcasts and creating monthly newsletters.
- Directly supervise student interns and student workers.
- Maintain a schedule of shared room space use within the CCG building.
- Answer phones, transfer calls to appropriate faculty members or staff, and serve as a general receptionist for community partners, faculty/staff, guests and students.
- Report maintenance problems to Campus Services.
- Other duties as assigned, with the concurrence of the Executive Director of the CCG.

Qualifications

- Baccalaureate Degree, preferably in field related to administrative or academic administration, but will consider documented experiential qualifications with ability to perform or master the above duties and responsibilities in lieu of a Baccalaureate degree.
- Evidence of Relationship Management skills
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher), working knowledge of Google Suite, strong organizational and planning skills, excellent verbal and written communication skills, ability to maintain confidentiality required. Knowledge and experience working on projects, service opportunities and events with non-profits and other community organizations would be an asset.
- Other required attributes: time management, ability to prioritize, ability to multitask, detail-oriented, resilient and flexible.
- Budget, accounts receivable, and accounts payable experience preferred
- Experience with internet explorer, Mozilla Firefox, Chrome, G-mail, Windows 10, Adobe Acrobat Reader, Office 365.

Please send a letter of interest, resume and contact information of three professional references to careers@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.