



Wingate University **Position Description**

Position Title: Administrative Assistant, School of Pharmacy

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: Exempt, 12 months

Job Summary:

The Administrative Assistant will work closely with the Dean and other administrators in the School of Pharmacy in a student-centered approach to advance the institution and to enhance student, faculty, and staff satisfaction. Management of the School of Pharmacy budget and office logistics, as well as motivation of the nonacademic staff are essential responsibilities of the position. The successful candidate will also work with School of Pharmacy administrators, faculty and staff in a collaborative effort to achieve the University's goals.

Primary Duties and Responsibilities:

- Manage the School of Pharmacy budget.
- Serve as nonacademic personnel liaison and functional supervisor.
- Supervise assigned special projects and programs.
- Manage office and building logistics, including room reservations, supply ordering and access control.
- Assist in hiring and onboarding processes of new hires.
- Other duties as assigned.

Minimum Requirements:

- Bachelor's degree required with at least two years of experience in administration. University-based academic administration is preferred.
- Experience in budget management.

Please send a letter of interest, resume/CV, 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. 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.