



Wingate University

Open Position Description

Assistant Director – Campus Involvement

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.

Position Title: Assistant Director – Campus Involvement

FLSA Classification: EXEMPT, FULL-TIME

Position Summary:

Campus Involvement is a critical piece of the student experience. Creativity, innovation and connection with the campus community are especially important to this position. As a small residential university, student engagement provides opportunities for student success and satisfaction. The Assistant Director will strive to increase participation through leadership, organization, vision and management of all student-lead organizations including Greek Life and Registered Student Organizations. This position will work closely with all program areas within Campus Life to encourage student engagement, success and satisfaction. There will be specific emphasis on first year student involvement.

Duties and Responsibilities:

- Advise College Panhellenic Council (4), Interfraternity Council (2) and National Pan-Hellenic Council (5).
- Advise all Sororities and Fraternities in regard to recruitment, social responsibility and risk management and community engagement and adherence to university policies.
- Facilitate educational leadership opportunities for leaders and members.

- Manage the Greek Life budget.
- Assessment of organization practices, events and philanthropy efforts.
- Oversee the development and management of all Registered Student Organizations (RSO.)
- Establish connections between RSO's and new students.
- Conduct meetings and trainings for all officers.
- Provide leadership growth opportunities for all RSO officers.
- Assist all student orgs with event planning and with the Wingate University BARC programming board.
- Manage the RSO budget.
- Regular assessment of processes and organizational protocols.

Qualifications and Experience:

- Bachelor's degree required. Master's degree preferred.
- Demonstrated knowledge/experience with Fraternity and Sorority life as well as student organization management and development.
- Experience with Campus Labs "Engage" modules.
- Valid Driver's license.

Please send a letter of interest, resume, and contact information for 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.