



Wingate University
Open Position Description
Communications Counselor, Financial Planning Office

Position Title: Communications Counselor, Financial Planning Office

Position Location: Wingate Main Campus

Position Summary: The Communications Counselor provides coordination and support for the general day to day administrative, clerical, and operational tasks within the Office of Financial Planning. The responsibilities include providing customer service, document management, scheduling, budgeting, reporting, event planning, as well as assistance to faculty, staff, students, and visitors.

Duties and Responsibilities:

- Serves as primary customer service representative for the Office of Student Financial Planning.
- Manages departmental email account and main phone line.
- Responsible for office communications to include document tracking, outside scholarship processing and general FA communications.
- Document management and filing. Process and record all documents and forms received from students/families.
- Maintains office supply inventory, generating supply orders.

Qualifications:

- Associate's degree required; Bachelor's degree preferred.
- Experience in higher education preferred.
- Demonstrated ability to interact positively with diverse groups of people with various backgrounds and interests.
- Demonstrated excellence in written, oral, and interpersonal communication skills.
- Working knowledge of, and experience in, Microsoft Office and Google Workspace.
- Ability to work in a fast-paced, high-volume and confidential service environment while providing exemplary customer service.
- Ability to learn new concepts and adapt quickly to change.
- Effective organizational skills, ability to multi-task.
- Ability to work with confidential information in a professional manner.

To apply submit the following to Human Resources at careers@wingate.edu.

- 1) Letter of interest, 2) resume, and 3) contact information for 3 references

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.

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.