



Wingate University
Open Position Description
Enrollment Officer for First Year Admissions

Position Title: Enrollment Officer, First Year Admissions

Position Location: Wingate Main Campus

Position Summary: The primary focus of the Enrollment Officer for First Year Admissions is to move admitted, first-year students to enrolled students. The Enrollment Officer serves as a University representative and point of contact for prospective students, their families, and surrounding high school counselors and staff. Among the goals for this position are to engage students and families of diverse backgrounds in conversations that will provide authentic insight as to what the Wingate experience is like. Every outreach effort, initiative, and interaction are expected to demonstrate a commitment to inclusive excellence.

In focusing those efforts, this individual will be assigned a county-based territory which will require some travel. The purpose and focus of the efforts within this territory is to (1) create brand awareness among the high schools within that territory; and (2) create and build relationships with students and counselors at the high schools within that territory.

Duties and Responsibilities:

- Serve as a University point of contact and representative to a diverse community of stakeholders.
- Create and maintain relationships with prospective students and high school counselors through consistent outreach via written, verbal, electronic, and in-person communication.
- Meet with visiting high school students, groups, and families as part of the on-campus visit experience.
- Promote and model DEI best practices in all aspects of the job.
- Occasional travel to high schools to deliver presentations, facilitate Q&A groups, participate in college fairs, and various related activities.

Qualifications and Experience:

- Bachelor's degree required.
- Valid driver's license with acceptable driving record required.
- One year of admissions experience, or experience as a Wingate University employee or graduate, is preferred.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Priority consideration will be given to candidates with (1) an extensive knowledge of Wingate University and the market in which it competes and (2) a solid understanding of the financial aid process.

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.