



**Wingate University**  
**Open Position Description**  
**Human Resources Generalist**

**Position Title:** Human Resources Generalist

**Position Location:** Wingate Main Campus

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](http://www.wingate.edu).

**FLSA Classification:** Exempt, 12 months

**Position Summary:**

The HR Generalist provides HR support to Wingate faculty, staff, and student workers. The primary focus is on posting open positions internally and externally, onboarding, assisting with the talent management process, and general HR support including data entry, data reporting, and analytics.

**Primary Duties and Responsibilities:**

- Regular, predictable attendance on-campus with some flexibility of schedule with appropriate advance notification and approval. Some jobs may not have scheduling flexibility based on the nature of the job.
- Ensures the talent acquisition process is followed; posts open positions, completes onboarding activities for all new hires including the pre-employment obligations; reconciles open/closed jobs and onboarding new employees; also completes annual faculty renewal letters and contracts.
- Facilitates and/or provides employee training for various HR policies and processes
- Helps to maintain the HRIS and compiles reports from the system regularly to identify gaps or make recommendations.
- Assists with the annual performance review process including setting up the system, communicating with employees and managers regarding how to complete the reviews and ensuring reviews are completed.
- Maintains compliance with federal and state regulations regarding all HR/employment matters
- Participates in events within and outside the HR department on campus to represent

**Qualifications and Experience:**

- Bachelor's Degree in Business or related field required; Master's Degree in HRD preferred
- 2+ years HR Generalist responsibilities
- Knowledge of HRIS (ADP, Workday or other)
- Demonstrated commitment to continuous learning / improvement in diversity, inclusion, and cultural competence

To apply, submit the following to **Human Resources** at [careers@wingate.edu](mailto:careers@wingate.edu).

- 1) letter of interest, 2) resume, and 3) contact information for three references.

*Staff and faculty are “at-will” employees and may resign their position at any time with or without notice (although the University asks for at least a two-week notice with a preferred 30-day notice); and the University may separate any employee at its discretion with or without notice and with or without cause.*

*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.*