



Wingate University Open Position

Position Title: Recruitment/Success Coach

Position Location: Hendersonville Campus, in person, with travel with Wingate Campus

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina, with a campus located in Hendersonville, North Carolina. More information about the university may be found on our website: <http://www.wingate.edu>

Position Summary: The University seeks an innovative and collaborative individual to serve by working in the recruitment and retainment of successful health science students, based out of the Wingate Hendersonville campus. The individual would work to connect with potential applicants and feeder programs in the community to recruit qualified students and then work to support their success in the program through matriculation. The Recruitment/Success Coach is a full-time, exempt position.

Duties and Responsibilities:

- Carry a caseload of active students to serve as advisor and success coach with availability for drop in and scheduled appointments
- Effectively advise students on time management, study skills, and other skills required for success
- Possess an appreciation for diverse, first-generation, non-traditional, and socio-economically challenged students and a willingness to work individually and in groups to support success in application and matriculation through the program
- Support the Office of Student Services and Assistant Dean of Pharmacy in Hendersonville for needed tasks and initiatives
- Collaborate to plan and execute on-site interview days
- Serve on school of pharmacy and university committees
- Connect and collaborate with Wingate undergraduate stakeholders for recruitment and retention initiatives
- Collaborate with the Graduate Admissions office and other programs to plan and execute recruitment and retention events and initiatives
- Develop relationships with community partners and feeder programs to establish and maintain recruitment pipelines
- Possess a commitment to inclusion and diversity, appreciate the institution's history, and have a clear value of the role and necessity of cultural competence
- Other duties as assigned

Qualifications:

- Bachelor's degree required; Masters preferred
- Background in education or psychology preferred
- Job location is Hendersonville campus, on site, with required travel to Wingate campus as needed
- Weekend and evening hours may be required for recruitment events
- Knowledge and experience with MS Office and Google Workspace applications

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

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

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.