



## Wingate University Open Position

**Position Title:** Office Coordinator for Student Services

**Position Location:** Wingate Main 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. More information about the university may be found on our website <https://www.wingate.edu/>

**Position Summary:** The Office Coordinator is a full-time exempt position, and will work closely with the Assistant Dean for Students in a student-centered approach to advance the institution and to enhance student satisfaction. The successful candidate will interact and communicate routinely with students, staff and faculty.

### **Duties and Responsibilities:**

- Maintain student attendance log and communication with course coordinators
- Register 1st – 3rd year Doctor of Pharmacy students for spring, summer and fall classes
- Reserve classrooms for committee, student or staff meetings
- Collaborate with the Assistant Dean for Students to maintain the student database Lead and coordinate logistics for annual program events
- Serve as liaison between the School of Pharmacy and the University Registrar's Office
- Provide oversight and logistics coordination for student workers
- Coordinate with university Disability Services to support students with accommodations
- Other duties as assigned

### **Qualifications and Experience:**

- Bachelor's degree required with at least two years of experience preferred;
- Experience with Power Campus (student registration), Argos (reporting) and EMS (reservations) preferred;
- Proficient user of Microsoft Office (Excel®, Word®) preferred; excellent writing skills are preferred.

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