



## Wingate University Open Position

**Position Title:** Contact Tracer

**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, 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 contact tracer will provide assistance with contacting and educating students and employees who need to isolate or quarantine due to COVID or an exposure to COVID. This is a full-time, non-exempt, temporary staff position.

### **Duties and Responsibilities:**

- Notify students/employees if they are identified as a close contact to someone who tested positive for COVID
- Explain quarantine/isolation guidelines to affected individuals
- Communicate with quarantined/isolated students daily to assess for needs
- Promptly notify Health Center staff of any changes in the status of quarantined/isolated patients
- Communicate with faculty to obtain seating charts to assist with contact tracing
- Document finding in the patient's electronic medical record
- Collaborate with a diverse community of constituents in all aspects of work

### **Qualifications and Experience:**

- High school graduate; 2+ years of related work experience required
- Medical background or working knowledge of COVID preferred such as CMA, LPN, or RN
- Strong communication skills and the ability to work in a fast-paced, high-energy environment
- Working knowledge of Google Workspace and MS Office
- Experience in collecting and maintaining data preferred
- Customer service experience 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.*