



## Wingate University Open Position

**Position Title: Graduate Admissions Enrollment Officer**

**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 Graduate Admissions Enrollment Officer provides dedicated support to the graduate and adult recruitment and admissions programs to improve the experience for prospective students and maximize enrollment.

**Duties and Responsibilities:**

- Supports the unique needs of prospective graduate and adult learners as they consider and navigate applying to graduate school
- Serves as a point of contact for leads, inquiries, and applicants who have started an application for the graduate programs, including the Master of Business Administration, Master of Accounting, Master of Arts in Sport Management, Master and Doctorate programs in Graduate Education, and the Master of Public Health
- Meets with prospective high school students, college students, and working adults as part of the campus visit experience
- Participates in virtual visits and in-person recruitment sessions
- Collaborates with graduate and adult program directors and undergraduate admissions on recruitment events and admissions processes
- Collaborates with the Director of Graduate Admissions to track pipeline and enrollment trends
- Provides ongoing admissions/enrollment reports and updates to the Director of Graduate Admissions
- Collaborates with Business Intelligence and Marketing and Events for graduate enrollment initiatives

**Qualifications and Experiences:**

- Bachelor's degree required
- Previous experience in admissions, recruitment, academic advising, college counseling, or another related field
- Ability to effectively communicate and connect with prospective students who may be interested in an online or distance campus program

- Experience with Salesforce is desired, but not required
- Highly organized and detail-oriented
- Commitment to a diverse and inclusive campus community

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

- 1) Letter of interest, including a statement on campus equity and inclusion
- 2) Resume or CV
- 3) Contact information for three professional 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.*