



Wingate University Open Position

Position Title: Director of Undergraduate Admissions

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 Director of Undergraduate Admissions champions highly effective and collaborative strategies to recruit, admit, and welcome new students and families to Wingate University. Reporting to the Vice President of Enrollment Management, the Director is a key enrollment leader empowered to implement strategic planning, resource management, staff development, and accountability for the Office of Admissions.

Duties and Responsibilities:

- Leads, supports, and invests in the development of the team of admissions professionals who strive to best serve prospective students and families
- Implements data-driven decisions and strategic processes to establish enrollment projections and meet goals
- Ensures the development and effective implementation of a multichannel marketing and communication strategy
- Collaborates with the Admissions staff and Events staff to shape the experience of families visiting daily and for special events
- Engages key stakeholders and influencers, including family, counselors, community college advisors, and alumni to best serve prospective student needs
- Effectively partners with staff, faculty, and administration to plan and implement recruitment initiatives tailored to prospective students' career and educational goals
- Represents the University at national and regional professional meetings, sitting on committees and presentation panels, and in other public appearances

Qualifications and Experience:

- Bachelor's degree from an accredited institution required; Master's degree preferred
- Demonstrated leadership experience in higher education or a related field
- An unwavering commitment to a diverse and inclusive campus community
- The knowledge and skills to effectively lead, supervise, and mentor staff including identification of talent/skill sets and areas for growth
- Excellent oral and written communication skills, including skills in public speaking

- Highly effective organizational skills, project management, and strategies to establish priorities, delegate workloads, and manage multiple activities to meet department, divisional, and university-wide goals
- Proven ability to develop, influence, or oversee multi-channel marketing and communication strategy; Salesforce experience or experience with a similar CRM is preferred
- The ability to balance trust, flexibility, and compassion with clear expectations for performance goals

To apply, submit the following to **Human Resources at 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.