



Wingate University Open Position

Position Title: Academic Advisor
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 Academic Advisor position is a full-time exempt position, reporting directly to the Director of Academic Advising. The successful candidate will interact and communicate routinely with an assigned advising load of 150-225 students, as well as a diverse constituency of faculty and staff.

Duties and Responsibilities:

- Provide support to an advising load of 150 to 225 students to empower them in navigating academic curriculum and college life.
- Maintain up-to-date information on academic programs in order to best support and assist students with academic plans and major selection
- Monitor early alerts / Mid-term reports – work with students, as needed, to develop plans to overcome challenges. Contact and work closely with faculty members and staff, when appropriate, to encourage, support and advise students
- Work closely and cooperatively with various offices on campus to encourage holistic individual student success, including collaborating with campus partners to provide advising programming and training
- Participate in University functions and activities related to advisees (e.g., Orientation, Welcome Week, Course Registration)
- Support the University and its activities as a member of the Student Support division, including serving on assigned committees and initiating collaborative efforts
- Support and encourage students in their curricular and co-curricular activities as they adjust to University life through navigating academics, engaging in student activities and expanding relationships
- Participate in and provide support for assessment/evaluation of academic advising, as well as the development of annual goals and objectives for all functions

Qualifications and Experience:

- Minimum required - Master's degree in higher education, student personnel, counseling, or a related field

- Experience in higher education, student counseling, student engagement, or a related customer-facing industry preferred
- Experience with Power Campus or comparable student registration platform preferred
- Proficient user of Microsoft Office and Google Workspace preferred

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.