



Wingate University
Open Position Description
Director of New Student Orientation

Position Title: Director of New Student Orientation

Location: Wingate Main Campus

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

Position Summary: New student orientation is a journey that prepares a diverse group of deposited students (and their parent(s)/guardian(s)) for life as an undergraduate student at Wingate University. This journey will promote engaged citizenship, engaged learning, and the interpersonal development of deposited students. Under the supervision of the Assistant Vice President for Career and Orientation, the Director of Orientation will be responsible for creating, implementing, and facilitating an engaging and streamlined path, that leads a student from the point of deposit through the first six weeks of class.

Duties and Responsibilities:

- Collaborate with multiple areas of campus in an effort to create a team of support that will actively engage and prepare deposited students (and their parent(s)/guardian(s)) for life as an undergraduate student.
- Facilitate the new student checklist, a checklist of items that must be completed by all deposited students prior to the first day of class.
- Work in partnership with Student Involvement, First Year Experience, Residence Life and other student-facing departments in creating inclusive programming geared towards connecting deposited students to the larger campus community.
- Work with University marketing to create a communication stream targeting both deposited students and their parent(s)/guardian(s) that will serve the dual purpose of (1) keeping students and parent(s)/guardian(s) informed, and (2) keeping students and parent(s)/guardian(s) engaged.
- Hire, train, and lead a group of orientation leaders consisting of current Wingate students, that will prioritize a positive customer service experience as they support deposited students and their parent(s)/guardian(s) throughout the orientation journey.
- Plan and facilitate an in-person orientation experience, supported by various departments across campus, that will foster engaged citizenship, engaged learning, and interpersonal development.

Qualifications and Experience:

- Bachelor's degree required; Master's degree preferred
- Experience (2-3 years minimum) in student-facing realm of higher education is preferred
- Candidates should be goal-oriented, organized, and able to demonstrate the ability to work effectively as a team
- Possess excellent written and verbal communication skills
- Candidate should have experience in working with a diverse student population and recognizing the varying needs of such a diverse student population

To apply, submit the following to **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 and its amendments. 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.