



Wingate University Open Position



Position Title: Administrative Assistant – CCG/Art

Position 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: The Administrative Assistant - CCG/Art is a position which supports two areas: the Collaborative for the Common Good (CCG) and the Art Department. The position duties are divided between the two areas, with set hours to work at each location. The weekly commitment will be approximately 32 hours/week. The CCG area will involve a greater percentage of the position's time and efforts with approximately 20 hours/week, while the Art Department will be approximately 12/hours/week. This position is non-exempt and may be benefits-eligible.

Art Department Duties and Responsibilities

- Serve as a general receptionist; help create a welcoming and inclusive environment
- Maintain regular office hours: 8:30am-11:30am (M-TH)
- Order art supplies as needed and keep a list of purchases made
- Maintain and organize all relevant files
- Enter and maintain semester schedules in Excel
- Order library books upon request
- Report maintenance requests as needed
- Create signage upon requests

CCG Duties and Responsibilities

- Maintain regular office hours: 12:00pm-5:00pm (M-TH); Fridays are flexible
- Serve as a general receptionist; help create a welcoming and inclusive environment
- Work with departments, graduate schools, programs and committees to accomplish the goals of the University and the CCG
- Work with the CCG Coordinators, project managers, and student workers/interns to prepare materials and to collect information requested by the Executive Director, Provost Office, and President's Office, including budgets, student worker hours,

project timelines, community partnerships, performance indicators, white papers, and staffing information.

- Manage event planning for various events, receptions, workshops, Lyceums, retreats and conferences (schedule spaces, create presentations, coordinate purchasing needs, advertise/promote, etc.)
- Directly supervise student interns and student workers
- Report maintenance problems to Campus Services
- Maintain Effective Communication Pathways (Social Media; Impact Reports; Podcasts; Emails; Data Tracking). Assist the CCG Recruitment and Project Development Coordinator with respect to posting biweekly Podcasts.
- Maintain a database of artifacts associated with CCG service learning projects, courses, events, and white papers
- Collect white papers from all faculty and student CCG projects and initiatives and coordinate with Digital Content Manager in the Office of Marketing and Communications to effectively post on CCG website
- Coordinate creation and distribution of monthly newsletter
- Oversee purchasing via Concur and sending requisitions
- Maintain the departmental budget

Qualifications and Experience

- Baccalaureate Degree or equivalent experience preferred
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher), Canva (Design Software), Zoom, and Google Workspace
- Experience with Podcast editing and social media content creation would be an asset
- Excellent verbal and written communication skills -- good graphic designing and visual communication skills are an asset
- Ability to maintain confidentiality required
- Knowledge and experience working on projects, service opportunities and events with non-profits and other community organizations would be an asset
- Budget, accounts receivable, and accounts payable experience preferred
- Experience with internet explorer, Mozilla Firefox, Chrome, G-mail, Windows 10, Adobe Acrobat Reader, Office 365

To apply send a letter of interest, resume, and contact information of three professional references to Human Resources at careers@wingate.edu

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.