



Wingate University Open Position

Position Title: Lyceum Program Director

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 oversees the university's co-curricular program, Lyceum, an undergraduate degree requirement that seeks to support and expand the classroom experience through co-curricular programming. The Lyceum program requirement includes events with an intentional, multicultural perspective in four distinct areas: academic lecture, personal and professional growth, faith and character development, and cultural arts appreciation. The director is responsible for all facets of the Lyceum program, including program development, event management and scheduling, and degree requirement tracking and auditing. For candidates with a Master's degree in a field of study offered at Wingate University, opportunities to teach may be included as a part of this position.

Duties and Responsibilities:

- Ensure balanced programming to support all four areas of emphasis: academic lecture, personal and professional growth, faith and character development, and cultural arts appreciation
- Work collaboratively with the Event Operations staff to schedule venues and technical support for all Lyceum programs
- Work with student groups, faculty and staff to develop and integrate intercultural programming that expands and supports the classroom experience, highlights diverse perspectives, and supports under-represented students
- Coordinate travel logistics for all visiting guest speakers/artists and coordinate VIP receptions for distinguished speaker/performers
- Oversee attendance tracking for all events, advise students on requirement completion, respond to student questions and concerns, and manage student appeals
- Maintain, market, and promote the Lyceum events calendar
- Responsibly manage the Lyceum budget, complete all requisitions and reimbursements; request, review, and process event contracts

- Supervise, hire, and train student workers; including a program assistant and Lyceum Ambassadors
- Assess and evaluate the Lyceum program to ensure the program achieves its goals and learning objectives
- Serve as the ex-officio chair of the Lyceum Committee, working closely with the committee members to assure the program is contributing to student learning outcomes
- Collaborate with the Multicultural Awareness Council to ensure diverse perspectives are represented in Lyceum programming and that under-represented students, faculty and staff have a voice in university programming

Qualifications and Experience:

- Bachelor's degree required, Master's degree preferred
- Willingness to work evenings and weekends as needed
- Demonstrated commitment to diversity, inclusion, and equity
- 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, 3) statement of vision regarding equity and inclusion, and 4) 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.

