



Wingate University Open Position

Position Title: Administrative Assistant, School of Pharmacy & Department of PA Studies
Location: Hendersonville, NC 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 Administrative Assistant provides administrative support for the Department of PA Studies, the School of Pharmacy, and the Hendersonville campus. Time and duties for this position should generally be split 70/30 between the School of Pharmacy (70%) and the Department of PA Studies (30%). The primary direct report would be to the Assistant Dean of Pharmacy.

Duties and Responsibilities

- Maintain regular office hours in accordance with University policy.
- Receive telephone calls and take messages for PA and Pharmacy programs.
- Greet guests, prospective students, and perform other receptionist duties.
- Assist program leadership as needed with projects and the overall running of the department.
- Maintain stock and order supplies for the Hendersonville campus.
- Manage billing/invoices through Concur for the Hendersonville campus
- Assist in the reimbursement process through Concur.
- Serve on committees as a member or staff representative as needed.
- Assist program/committees in organizing department events (White Coat, Graduation, and Special Events) to include planning, reservations, invitations, and catering.
- Manage EMS (Event Management Systems) for the Hendersonville campus.
- Manage necessary HR/onboarding programs/documents for faculty and staff.
- Coordinate Hendersonville exam proctors for exams in Hendersonville and students with accommodations testing procedures for the pharmacy program.
- Other duties as assigned by PA and Pharmacy program leadership.

Qualifications and Skills

- Associate Degree, preferable in a field related to administrative or academic administration, but will consider documented experiential qualifications with the ability to perform or master the above duties and responsibilities in lieu of a degree.
- 2 – 3 years of relevant experience.
- Working knowledge of MS Office Suite (Word, Excel, PowerPoint, Access, Publisher) and Google Workspace.
- Strong organizational planning skills, excellent verbal and written communication skills, and ability to maintain confidentiality required.
- Working knowledge of Concur budgeting tool preferred (training available upon hire).
- Other required attributes: time management, ability to prioritize, ability to multitask, detail-oriented, resilient, flexible, and the ability to work with multiple ages and personalities.

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.