



Wingate University
Open Position Description
Administrative Assistant, Biology

Position Title: Administrative Assistant, Biology Department

Position Location: Wingate Main Campus

Position Summary: The Administrative Assistant for Biology supports the department as a whole as well as some or all of the following: department chair, faculty, staff, and various campus constituents. Overall responsibility includes ensuring efficient and effective office operations and completing all administrative duties in a confidential and timely manner with a high level of quality and integrity.

Essential Duties and Responsibilities

- Maintain regular, predictable attendance on campus and appropriate office hours in accordance with University policy.
- Assist department as needed with routine tasks, projects, and the overall running of the department.
- Receive/route calls and inquiries; greet/direct guests, students, and coworkers; perform other general receptionist duties as needed
- Oversee student assistants and assign duties according to departmental and/or faculty needs.
- Maintain department budget including supply procurement, invoices/billing, expense reimbursements, and reporting.
- Assist program/committees in organizing events to include planning, reservations, invitations, catering, and on-site availability during event.
- Assist with necessary HR/onboarding steps, documents, and orientation schedules for faculty and staff.
- Maintain files and data including syllabi, exam schedules, facility/classroom schedules, faculty office hours, meeting minutes, and related information.
- Support a strong workplace culture which values and promotes diversity and inclusion.

Qualifications and Experience

- Associate or Bachelor's Degree preferred or equivalent work experience.
- 2 – 3 years of administrative experience in higher education preferred.
- Working knowledge of MS Office, Google Workspace, Concur (or comparable invoicing platform).
- Strong organizational planning skills, excellent verbal and written communication skills, and ability to maintain confidentiality required.

COVID Protocol

In accordance with the Federal Emergency Temporary Standard (ETS) issued by OSHA for employers, Wingate University will follow all workplace directives regarding COVID vaccines and routine testing. At this time Wingate does require employees to identify/disclose if they are

vaccinated or unvaccinated and if unvaccinated, employees must comply with mandatory weekly COVID testing at the University Health Center or a testing location of their choice.

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
- 3) Contact information for three professional references

Founded in 1896, Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs, regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and only 25 minutes from the Charlotte metropolitan area. Learn more at www.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.