



Wingate University
Open Position Description
COVID Administrative Assistant

Position Title: COVID Administrative Assistant

Position Location: Wingate Main Campus

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

Position Summary:

The COVID Administrative Assistant supports the Health Center front office staff and the COVID Site Coordinator with established COVID measures. The Administrative Assistant completes all administrative duties in a confidential and timely manner with a high level of quality and integrity. This is a full-time, temporary position with a schedule that is flexible to include weekend and evening availability, as the needs for coverage may fluctuate weekly.

Primary Duties and Responsibilities:

- **Regular, predictable attendance on-campus position with some flexibility of schedule with appropriate advance notification and approval.**
- Administrative duties including answering phones, returning calls, scheduling appts, filing insurance, and various front office tasks
- Coordinate and maintain information regarding COVID at Wingate
- Assist with ongoing COVID testing (which may include administering COVID tests) and vaccination clinics
- Assist with quarantine/isolation student support which includes regular communication with Residence Life, Health Center, and student as well as meal coordination and delivery
- Contact tracing support for student, faculty, and staff
- Collaborate with a diverse community of constituents in all aspects of work

Qualifications and Experience:

- High School Graduate; 2+ years of related work experience required
- Ability to work with and maintain confidential data required
- Medical front office experience strongly preferred
- Strong customer service skills and the ability to work in a fast-paced, high-energy environment
- Working knowledge of Google Workspace and MS Office

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.