



## Wingate University Director of Health Professions Pathways

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 is only 25 minutes from the Charlotte metropolitan area. Learn more at [www.wingate.edu](http://www.wingate.edu)

**Position Title:** Director of Health Professions Pathways

**Position Location:** Wingate Main Campus

**Position Summary:** The University seeks a collaborative individual to lead efforts in creating pathways and programming to support the development of existing Wingate University students into health professionals as well as the recruitment of prospective students interested in the health science academic programs. This position reports to the Vice President for Enrollment Management, but works collaboratively and frequently with the Schools and Colleges of Wingate University, Academic Advising, and other support units. The Director is a full-time, exempt position.

The primary purpose of this position is to identify prospective and existing Wingate University students with an interest and aptitude for a health professions career and comprehensively assist, mentor, and develop them to find a graduate and professional academic opportunity at Wingate University or elsewhere.

### **Duties and Responsibilities**

- Serve as primary contact for Wingate University's aspiring health professional undergraduate students seeking educational and professional development.
- Create a Health Professions Access program designed to:
  - Expose Wingate pre-health professions students to various health and medical professions.
  - Help students clarify professional aspirations and gather volunteer hours.
  - Develop a signature summer internship program.
  - Maintain a healthy menu of co-curricular opportunities including campus speakers, job shadowing, and field trips, assist with (health related) professional exam preparation and performance improvement.
  - Create vibrant interaction opportunities with existing Wingate graduate and professional programs.
- Monitor the academic and co-curricular progress of students in the Health Professions Access program.

- Create, implement, and market enrollment pathways for prospective high school students interested in graduate health science programs, including: Master of Public Health, Master of Physician Assistant Studies, Doctor of Occupational Therapy, Doctor of Physical Therapy, Doctor of Pharmacy, and future programs.
- Build and maintain relationships with community partners and feeder programs, including school counselors, health science academies, and healthcare organizations.
- Assist in the development and implementation of health professions Early Assurance programs.
- Recruit existing Wingate University students with health professions aspirations into the Health Professions Access program through campus interactions, special events, Lyceums, and other marketing and information sessions.
- Collaborate with undergraduate department chairs and program directors as well as graduate health science program directors and admissions coordinators to grow Wingate University student engagement with graduate and professional health sciences programs.
- Support Health Professions Access program students by:
  - Assisting with course selections and preparation.
  - Mentoring students to help identify their preferred health profession program.
  - Collaborating with department chairs and program directors to assist students who seek undergraduate research opportunities.
  - Connect Health Professions Access program students to academic and professional thought leaders who can assist in the development and realization of their professional goals.
  - Connecting students no longer in the Health Professions Access program with their faculty or institutional advisers.
- Track pathway student progress towards admissions requirements for graduate health science program of interest and communicate progress to academic program leaders. Monitor the semester-by-semester progress of all students in the Health Professions Access program, connecting them to such resources as may be necessary to assist in their development.
- Support on-campus and virtual recruitment events, including the Health Sciences Summer Academy and campus visit days.
- Represent the University at external events, including presentations and panels

**Qualifications and Experience:**

- Bachelor's degree required; Master's degree preferred.
- Customer service and communication skills with attention to detail.
- Strong problem solving and collaboration skills.
- Excellent record keeping skills.
- A commitment to actively support and advance diversity, equity, and inclusion initiatives.
- Knowledge of Customer Relationship Management (CRM) software is desired.
- Job location is onsite at the Wingate campus, but may require occasional travel to the Hendersonville campus and community partner sites.
- Weekend and evening hours may be required for recruitment events.

To apply submit the following to Human Resources at [careers@wingate.edu](mailto:careers@wingate.edu).

- 1) Letter of interest, 2) resume, and 3) contact information for 3 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.*