



Wingate University Director of Professional and Career Development

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.

Position Title: Director of Professional and Career Development

Position Location: Wingate Main Campus

Position Summary: The Director of Professional and Career Development will operate within the Office of Career Services. Under the leadership of the Assistant Vice President for Career Services and New Student Orientation, the individual will create, implement, and promote strategic programming that leads to the development of career-ready graduates. While not immediately, the Director of Professional and Career Development will eventually supervise 1-2 career coaches. These career coaches will be responsible for creating physical and virtual communities that educate students on career possibilities, skills, and strategies for success as well as providing connections to networking and recruiting within career fields.

Duties and Responsibilities:

- Partner with internal and external constituents to create strategic data-driven programming for students
- Work with faculty and staff to identify pipelines of students for externships, internships, and full-time employment
- Promote visibility of the Office of Career Services among students, faculty, and staff through various avenues, including that of social media
- Support a consistent campus-wide institutional work-study experience that promotes the development of career-ready core competencies
- Create, implement, and support a formal internship program
- Support students in developing individual career plans
- Serve as the liaison between Career Services and the Office of Academic Advising
- Regular, predictable attendance on campus
- Alignment with University mission, vision, and strategic roadmap
- Other job duties/responsibilities may be assigned

Qualifications and Experience:

- Candidate must have a completed bachelor's degree
- Minimum of three years of professional experience in a related field is required
- Preferred for candidate to have a completed master's degree in a related field
- Commitment to actively support and advance DEI initiatives

To apply submit the following to Human Resources at 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.