



## Wingate University Academic Record Specialist

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:** Academic Record Specialist, Office of the Registrar

**Position Location:** Wingate Main Campus

**Position Summary:** The Academic Record Specialist organizes student records and oversees basic office functions in the Office of the Registrar including daily transactional and customer service processing for faculty, staff, alumni, and students. This position will build collaborative relationships with stakeholders in schools, departments, and offices and manage student workers to assist in completing responsibilities.

### **Duties and Responsibilities:**

- Coordinates and/or completes the printing, distribution, and collection of student academic records, e.g. verified rosters, final grades, enrollment and degree verification, and transcript requests.
- Maintains and processes all exceptions for registration including withdrawal paperwork, course overrides, leaves of absence, drops/adds and permission to bypass prerequisites.
- Responsible for office management including front counter, phones, emails, forms, office supplies, and student workers.
- Organizes retention and/or disposal of academic records according to FERPA guidelines and records retention schedule.
- Processes transfer evaluations, transient study requests, and credit by exams (AP) as needed.
- Other duties as assigned by Registrar.

### **Qualifications and Experience:**

- Strong customer service and interpersonal skills
- Detail-oriented and highly organized
- Quickly adaptable to new technology and software systems.
- Some knowledge of higher education or registrar offices preferred.
- Bachelor's degree or equivalent degree of education preferred.
- Commitment to actively support and advance DEI initiatives.

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.*