



Wingate University Admissions Counselor, Transfer Admissions

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: Admissions Counselor, Transfer Admissions

Position Location: Wingate Main Campus

Position Summary: The primary focus of the Admissions Counselor for Transfer Admissions is to support transfer and early college admitted students in becoming enrolled students. This role will be responsible for screening, verifying, and evaluating documents to make official admissions decisions on behalf of the University.

This position will stay in close communication with prospective students, both in person and online, to strengthen relationships and build their sense of familiarity and trust with the University. They will act as a primary point of contact and support for prospective students during their first campus visit experience.

This position reports to the Director of Transfer & Specialized Admissions and is a full-time, exempt position based out of the Wingate, NC campus. Some weekend and evening hours may be required for recruitment events.

Duties and Responsibilities:

- Meet with visiting prospective students and their influencers as a part of the on campus visit experience.
- Create and maintain relationships with prospective students, early college high school counselors, and community college counselors via written, verbal, electronic and in-person communication.
- Present information sessions on campus and at early college high schools, community college fairs, community programs and other special events.
- Advise and counsel prospective students and families on the educational opportunities at Wingate, admissions criteria, transfer credits, policies and procedures, academic and major scholarship programs and student services within the university.
- Review admissions files and render admissions decisions.
- Complete NC Community College transcript evaluations and send completed evaluations to admitted transfer and early college students.
- Assist the Admissions Counselor for Athletes and International Students as needed.
- Assume additional responsibilities and duties as needed.

Qualities, Knowledge, and Experience:

- Bachelor's degree required.
- One year of admissions experience preferred.
- Solid understanding of undergraduate admissions and financial aid processes.
- A strong desire to be part of the campus community.
- Self-motivated.
- Passion for, both collaboratively and independently, fostering authentic relationships with prospective students and their influencers in a way that accurately represents Wingate University.
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references the following to Human Resources at careers@wingate.edu. In the letter of interest, please explore the ways this role would exemplify Wingate University's dedication to diversity, equity and inclusion.

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.