



## Wingate University Director of Academic Advising

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 Academic Advising, Academic Enrichment

**Position Location:** Wingate Main Campus

**Position Summary:** The Director of Academic Advising directs the daily operations of the academic advising program including the supervision of professional staff advisors and the coordination and training of faculty advisors. This position is tasked with offering comprehensive academic advising for students to prepare them for a successful college and vocational career.

### **Duties and Responsibilities:**

- Serve as the advising expert to support staff advisors, faculty advisors, and students.
- Develop and conduct Master Advisor and New Advisor trainings on an annual basis.
- Collaborate with campus offices to support the advising experience of students, including: Registrar's Office, Student Financial Aid, and Admissions.
- Support the transfer program initiatives with regional community colleges.
- Work closely with the Office of New Student Orientation to develop a seamless transition for incoming first-year, transfer, and early college students.
- Serve on university committees as assigned.
- Supervise staff advisors and student workers.
- Offer advising presentations as requested at events such as New Student Orientation, Admissions events, and Lyceum programs.
- Perform other duties and responsibilities as assigned.
- Regular, predictable attendance on campus.
- Alignment with University mission, vision, and strategic roadmap.

### **Qualifications and Experience:**

- Master's degree with a minimum of 3-5 years of experience in higher education, preferred.
- Experience in a university academic support services or student life area, preferred.
- Possess an appreciation for diverse, first-generation, non-traditional, and socio-economically challenged students and a willingness to work individually and in groups to support success in application and matriculation into the program.
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at [careers@wingate.edu](mailto:careers@wingate.edu). In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

*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. At this time, we are currently seeking candidates with legal authorization to work in the U.S.*