



## Wingate University HR Generalist/Talent Acquisition

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,400 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 540 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:** HR Generalist/Talent Acquisition

**Position Location:** Wingate Main Campus

**Position Summary:** The HR Generalist/Talent Acquisition role will support Wingate University's faculty, staff, and student communities. The primary focus is on recruiting, onboarding, assisting with the talent management process, and general HR support including data entry, reporting and analytics.

### **Duties and Responsibilities:**

- Regular, predictable attendance on-campus with some flexibility of schedule with appropriate advance notification and approval. Some jobs may not have scheduling flexibility based on the nature of the job.
- Ensures the talent acquisition process is followed; posts open positions, completes onboarding activities for all new hires including the pre-employment obligations; reconciles open/closed jobs and onboarding new employees; also completes annual faculty renewal letters and contracts.
- Facilitates and/or provides employee training for various HR policies and processes.
- Helps to maintain the HRIS and compiles reports from the system regularly to identify gaps or make recommendations.
- Assists with the annual performance review process including setting up the system, communicating with employees and managers regarding how to complete the reviews and ensuring reviews are completed.
- Maintains compliance with federal and state regulations regarding all HR/employment matters.
- Participates in events within and outside the HR department on campus to represent.

### **Qualifications and Experience:**

- 2+ years HR Generalist responsibilities.
- Knowledge of HRIS (ADP, Workday or other)
- Demonstrated commitment to continuous learning / improvement in diversity, inclusion, and cultural competence.

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.*