



Wingate University Assistant Registrar

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.

Position Title: Assistant Registrar, Registrar's Office

Position Location: Wingate Main Campus

Position Summary: The Assistant Registrar will manage various tasks within the Registrar Office, providing guidance for administrative, technical, and operational functions while working closely with various academic, student services, and administrative departments. This role will assist with the registration and graduation process, communication with students, and help to ensure the academic records of all students are protected under the various state and federal privacy laws.

Duties and Responsibilities:

- Works closely with faculty and administrators to verify attendance, create and update course schedules, maintain transfer policy, process transfer credits, and potentially certify VA benefits or degree applicable hours for athletes or international students.
- Assists students with registration exceptions, degree audit corrections and course substitutions, transfer evaluations and credits, academic requests and appeals, withdrawals, temporary leaves of absence, transcript issues, graduation clearance, diplomas, and academic policy.
- May be asked to assist with academic reports, system cleanup, and proactive measures to identify student registration errors.
- Explains academic policies and procedures to stakeholders and acts as a gatekeeper of them.
- Addresses transcript and degree verification issues at the National Student Clearinghouse.
- Regular, predictable attendance on campus.
- Alignment with University mission, vision, and strategic roadmap.
- Other job duties/responsibilities may be assigned.

Qualifications and Experience:

- Proven ability to learn and use new software systems and applications.
- Excellent oral and written communication skills.
- Expertise in use of Microsoft Office Suite software.
- High degree of self-management and motivation to ensure daily processes are up-to-date. Track record of increasing responsibility.
- Bachelor's degree plus experience in higher education administration preferred.
- Knowledge of higher education and registrar office processes preferred.

- Working knowledge of a student information system, self-service portal, degree audit system, and/or enterprise content management system preferred.
- 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. 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.