



Wingate University
Assistant Director of Assessment
and Curricula - School of Pharmacy

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 Director of Assessment and Curricula, School of Pharmacy

Position Location: Wingate Main Campus

Position Summary: The Assistant Director of Assessment and Curricula is a full-time staff position located on the Wingate campus and reporting to the Assistant Dean, Assessment and Accreditation and Associate Dean, Academic Affairs within the School of Pharmacy. This position has broad responsibilities associated with assuring the program meets outcomes specific to the Doctor of Pharmacy degree. The Assistant Director works directly with assessment, curriculum, and co-curriculum faculty, staff, and leadership to identify areas of strength and improvement within the program. The Assistant Director will manage, analyze, and report student, course, and programmatic data in order to assure the School of Pharmacy is meeting desired outcomes.

Duties and Responsibilities:

- Coordinate efforts supporting programmatic assessment and curricula in collaboration with members of the Offices of Assessment and Academic Affairs
- Support pharmacy faculty and staff onboarding.
- Collaborate with others to execute the academic early-alert system.
- Contribute to a formalized academic monitoring system to respond to student needs in real time.
- Provide support for processes such as course quality assurance and maintenance of mapping and syllabus databases in collaboration with members of the Curriculum Committee and Associate Dean for Academic Affairs.
- Collaborate with staff across the School of Pharmacy to carry out functions and events.
- Serve as an *ex-officio* member of the Assessment, Curriculum, Program Compliance, and other School of Pharmacy Committees as assigned.

Qualifications and Experience:

- Bachelor's degree required.
- Master's degree in assessment, curricular design, education, or measurement preferred.
- Excellent organizational and communication skills.

- Commitment to actively support and advance DEI initiatives.
- Passion for student-centered, service-oriented work.
- Proficiency in basic Microsoft Office.
- Some travel required.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at careers@wingate.edu. In your letter of interest, please include how you would leverage the opportunities of this role to positively impact Wingate University's efforts around inclusion, diversity, and equity.

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. We are currently seeking applications with full authorization to work in the United States.