



## Wingate University Career Coach

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:** Career Coach

**Position Location:** Wingate University, Main Campus

**Position Summary:** As a career coach reporting to the Director of Professional and Career Development, this individual will provide direct support to Wingate University students as they progress in their career exploration process. Support will include a wide array of interactions with students, that includes one-on-one and group meetings, to the creation and execution of student programming.

**Duties and Responsibilities:**

- Guide students of diverse backgrounds and experiences in their career exploration by building and maintaining deep relationships.
- Conduct individual and group career coaching sessions with students, primarily undergraduates who are undecided about or exploring various career and academic major options.
- Provide industry and career specific support through mock interviews, resume and cover letter review, graduate school application support, career planning, networking techniques, professional brand management and related programming.
- Plan and facilitate student programming, both in-person and virtually, that allows students to explore, participate, and prepare as they work towards becoming career-ready graduates.
- Deliver classroom, student organization, and faculty/staff presentations on career readiness topics.
- Collaborate with faculty and staff across campus to identify and target the varying needs of students as it relates to career exploration.
- Work closely with the experiential learning coordinator to connect students with internships and other experiential learning opportunities that meet the needs and interests of the students as well as the needs of the employer/constituent.
- Recruit and supervise student career ambassadors and support peer to peer interactions on basic career development skills.
- Participates in managing administrative tasks for the department, which may include coordination and organization of technology and career resources such as Handshake, canvas, and the career services website; scheduling of coaching and career programming and events; and resource assessment and evaluation.

- Support the Director of Professional and Career Development in promoting the visibility of the Office of Career Services among students, faculty and staff through various avenues, including that of social media.
- Assist with the collection and reporting of statistics on student placement and career outcomes.
- Regular, predictable attendance on campus will be required, including some nights and weekends.
- Other job duties/responsibilities may be assigned to meet department needs.

### **Qualifications and Experience**

- Candidate must have a completed bachelor's degree
- Minimum of one year of professional experience in a related field is preferred
- Commitment to continued growth and understanding of recruitment and market trends within the job market
- Demonstrated ability to work with diverse populations and/or commitment to actively support and advance DEI initiatives, and alignment with University mission, vision, and strategic roadmap.

**To apply submit the following to Human resources at [careers@wingate.edu](mailto:careers@wingate.edu).**

- 1) Letter of interest
- 2) Resume
- 3) Contact information for three references

*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.*