



## Wingate University Open Position Description

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:** Program Assistant – Doctor of Occupational Therapy

**Position Location:** Wingate Main Campus

**Position Summary:** The OTD Program Assistant provides support to the administrators, faculty, and students of the Doctor of Occupational Therapy department.

### **Duties and Responsibilities:**

- Regular, predictable attendance on campus
- Alignment with University mission, vision, and strategic roadmap
- Other job duties/responsibilities may be assigned
- Develops and maintains a systematic filing system and computerized databases and spreadsheets to allow for easy retrieval of information as needed.
- Manages billing and collection for faculty services.
- Inventories, maintains, and orders office supplies.
- Directs visitors and inquiries to the appropriate office or program area.
- Presents a positive, congenial image in greeting and interacting with the public.
- Serves as secretary to program meetings; assists with scheduling of meetings, records minutes, and makes minutes available to appropriate parties in a timely manner.
- Maintains files for vendors and matriculated students.
- Coordinates office set-up and new hire orientation for new faculty and staff.
- Assists with updating inventory and ordering lab supplies and coordinating lab equipment purchases and repairs.
- Assists search committees with scheduling interviews with faculty candidates, including coordinating interviews, securing lodging/transportation/accommodations, creating interview day itinerary, etc.
- Orders desk review copies of textbooks for faculty as needed and provides oversight of the online bookstore adoption process.
- Hires, trains, schedules and supervises student office assistants (as applicable).
- Orders and delivers award certificate plaques and gifts from the program.
- Coordinates with physical plant and information technology department for maintenance, repair, and troubleshooting of office facilities and technology.
- Sorts and distributes all occupational therapy mail and packages.

- Assists with documentation, organization, and filing of assessment data for internal and external review.
- Plans and coordinates departmental events (i.e., interview days, orientation, convocation, pinning ceremony, capstone dissemination event, etc.) including securing sites, media equipment, supplies, and vendors.
- Runs on-campus and off-campus errands as needed.

**Position Requirements:**

- Must have a minimum of a high school diploma.
- Preferred to have a minimum of 1 year of experience in secretarial or office management work.
- Demonstrate excellent typing skills, organizational skills, customer service/communication (written and oral/telephone) skills, and time management skills with attention to detail.
- Must be self-motivated, possess initiative, and have sound analytical judgment.
- Show excellent problem solving, critical thinking, and the ability to multi-task while remaining calm under pressure.
- Must comply with University dress code established standards.
- Must be able to handle sensitive information confidentially.
- Possess basic information technology knowledge and skills including those associated with standard office software (Microsoft Word, Excel, Power Point, etc.) and the ability to learn program specific software; experience with database management software preferred.
- The typical work schedule is 37.5 - 40 hours per week.

**Physical Requirements include ability to perform the essential functions of the program assistant as listed below:**

(Reasonable accommodations can be made to enable people with disabilities to perform the described essential duties of the job.)

- Ability to speak and hear.
- Sit and use their hands and fingers
- To handle or feel
- Ability to focus for extended periods of time.
- Utilize technological equipment such as a desktop or laptop computer.
- Must be able to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
- Vision abilities required by this job include close and far vision.

Reports To: Program Director of the Doctor of Occupational Therapy program

Supervises: Student office assistants (as applicable)

Classification: Full-time, 12-months

**Salaries at Wingate are competitive and commensurate with experience**

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.*