

**WARTBURG COLLEGE  
POSITION DESCRIPTION**

**Title of Position – Administrative Assistant for Marketing & Communications and ITS  
January 2016**

Full-time, 12-month position includes excellent benefits. Responsible to the Vice President for Marketing and Communication and to the Assistant Vice President for Information Technology Services for managing their respective offices.

**Principal Duties and Responsibilities:**

1. Monitor budgets including coding and processing of all invoices; complete purchase orders, track order status; ensure reconciliation in a timely manner; prepare reports/presentations including monthly time and attendance reports, print billing reports, budget tracking reports, e-mail lists, advertising expenditures, and similar reports.
2. Serve as receptionist for Marketing and Communication and Information Technology Services offices; maintain cleanliness and orderly office spaces and filing systems.
3. Serve as master administrator for online calendar, campus bulletin boards and digital signage, working with other campus contributors and administrators to ensure styles, processes, and guidelines are followed consistently; offer training on new features developed by calendar and signage vendors.
4. Answer general questions regarding client computer operating issues; refer unresolved issues to appropriate staff; assist in the ITS portion of the summer orientation, advising, and registration days activities.
5. Maintain appointment calendar for the Vice President for Marketing and Communication and the Assistant Vice President for Information Technology Services and others within their departments.
6. Assist in the management of the respective department meetings and institutional committees, by scheduling meetings, taking notes, copying and distributing agendas and other supporting documents.
7. Coordinate the Wartburg Speakers Bureau to include scheduling speakers, sending news releases, and handling feedback from organizations using the service.
8. Maintain the ITS web pages.
9. Explain and interpret ITS policies and procedures to students, parents, faculty, staff, and the general public.
10. Provide clerical support for professional staff including preparing, proofreading, and disseminating office communications and mail, as well as press release distribution.
11. Supervise student worker(s) assisting with office work.
12. Coordinate, prepare, and process orders for all college stationery (letterhead, envelopes, business cards, post-its, etc.) and name badges with outside online vendors.
13. Arrange travel for departmental associates.
14. Perform other related duties as assigned.

**Minimum Qualifications:**

Requires education equivalent of an Associate's degree and two years of related experience; extensive computer experience with the entire Microsoft Office suite of products; ability to multitask; excellent communication skills (oral and written); attention to detail and good organizational skills; strong commitment to customer service. Prefer bachelor's degree and experience in higher education.

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

***Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.***