

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position – Administrative Assistant to the President**

Preparation Date: June 30, 2016

Function of Position:

Reporting to the Executive Administrator, administers the daily office activities of the President's Office, liaises with multiple and varied constituencies for both the President and the Executive Administrator, coordinates the President's work, travel, and calendar.

Principal Duties and Responsibilities:

- 1) Administer operations of the President's Office, supervising student employees; receiving visitors, calls, e-mail and mail; preparing correspondence and providing accurate and timely responses to inquiries; maintaining the calendar, budget and files for the Office of the President. (40%)
- 2) Make travel and other arrangements for the President's office, including the President, the Executive Administrator, and the Regents. Scheduling transportation, making lodging reservations, coordinating meeting schedules, communicating with appropriate individuals on President's itinerary, and informing appropriate departments/individuals of itinerary. (25%)
- 3) Maintain contacts and facilitate the President's work with associations, such as the CIC, NAICU, IAICU, IIAC, GCVA, the Board of Allen Health Systems, the Waverly Economic Development Commission, the ELCA, as well as staff, faculty, students, alumni, community, and friends of the College in the fulfillment of routine or special position requirements. (15%)
- 4) Arrange for luncheons, dinners, and receptions for VIPs and other guests of the President. (10%)
- 5) Coordinate the business of the President's Advisory Council with the Executive Administrator, and coordinate the work of various National Advisory Boards with appropriate campus liaisons. (5%)
- 6) Complete special projects as assigned for the Office of the President and Greenwood (the President's residence). (5%)
- 7) Perform other related duties as assigned.

Supervision:

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor.

Minimum Qualifications:

Knowledge equivalent to an Associate's degree plus five years of related experience; BA preferred; extremely proficient in Microsoft Office applications, strong organizational and communication skills and ability to treat information with confidentiality.

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 members of underrepresented ethnic and minority groups.