

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Office Coordinator, Marketing & Communication and ITS

Preparation Date: June 6, 2018

Function of Position:

Full-time, 12-month position includes excellent benefits. Responsible to the Director for Marketing and Communication and to the Assistant Vice President for Information Technology Services (ITS) 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.
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 assist with digital signage management, working with other campus contributors and administrators to ensure styles, processes, and guidelines are followed consistently.
4. Offer training on new features developed by calendar and signage vendors.
5. Answer general questions regarding client computer operating issues; refer unresolved issues to appropriate staff.
6. Maintain appointment calendar for the Director for Marketing and Communication and the Assistant Vice President for Information Technology Services; schedule meetings and take minutes as needed.
7. Provide clerical support for professional staff, including preparing, proofreading, and disseminating office communications and mail, as well as press release distribution.
8. Coordinate and process orders for all name badges for the campus with outside vendors.
9. Arrange travel for departmental associates.
10. Coordinate ITS paperwork for all new college hires.
11. Perform other related duties as assigned, such as coordinating the annual Festival of Trees event.

Minimum Qualifications:

Requires education equivalent of an associate degree and two years of related experience; 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. See 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.