

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Office Coordinator, Business Administration, Accounting, and Economics

Preparation Date: January, 2015

Responsible to the Chair of the Business Administration, Accounting, and Economics department for providing general office support to all faculty members, coordinating various special events, assisting with marketing events for the department and supervising student workers. This part-time position requires up to 960 hours during the academic year.

Duties and Responsibilities:

1. Provide general, academic, and technical office support: (50%)
 - Provide administrative support for assessment materials, collecting/filing/dispersing all forms/syllabi/CVs/transcripts, etc.
 - Collect and maintain records of department metrics—statistics on incoming class of students, graduation rates, study abroad numbers, percentage of students taking internships, g.p.a. of graduates, etc.
 - Maintain database of department's current majors and minors
 - Provide support for department projects.
 - Monitor department budget and keep department chair informed of status
 - Answer phone, take messages, route calls as needed
 - Sort, and distribute mail
 - Copy and collate any materials requested
 - Assist adjuncts with classroom needs, including textbooks, copying, keys, and technology
 - Maintain inventory of office supplies and advising materials
 - Assist with coordination of yearly course offerings
 - Assist faculty in making travel plans for conferences and May Term courses
 - Assist with updating and maintenance of all social media and web presence
 - Manage reservations for department technology and WBC 101
 - Ensure all office equipment, including iPads and laptops, is functional and make arrangements for any needed service on equipment
 - Serve as the liaison between the department and Information Technology Services, Maintenance, and Marketing and Communication
 - Coordinate student recognition, such as Who's Who, Outstanding Student Awards, Honor Societies
2. Coordinate special events - work with the Department Chair and other department faculty to plan, coordinate, and document/archive special events that are sponsored by the department each year: (25%)
 - Corporation Education Day
 - Career Directions and Connections (aka Homecoming Alumni) Panels—Fall term
 - Executive-in-Residence Program
 - Entrepreneur-in-Residence Program
 - Senior Reception—Winter term
 - High School Visitation Day
 - Scholarship Days—November and January
 - SOAR Days—May and June
 - Iowa Private College Week--August
3. Assist with marketing efforts for the department (20%)
 - Serve as the public face of the department with current and prospective students and visitors to the department
 - Work with the Department Chair and other department faculty to coordinate prospective student visits in the department, maintain up-to-date databases of prospective students and assist faculty in making use of this information
 - Assist with maintenance of marketing materials related to the department including handout materials, flyers, bulletin boards, emails, and the department website
 - Use digital technology to capture, edit, display, and archive class activities as requested by faculty members, as well as other department events and information

- Coordinate marketing research efforts as directed by the department—i.e. senior surveys and alumni surveys

4. Supervise student workers (5%)

- Hire, train, schedule, supervise and evaluate the student workers in the department
- Ensure that student workers are engaged in work that supports department needs or those of individual faculty members
- Prepare and submit budget for student worker needs for upcoming year
- Allow student workers to apply and further develop their skills sets
- Verify timesheets and maintain records of student workers

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work, while consulting with supervisor whenever questions or changes arise.

Minimum Qualifications: Requires two years of post high school clerical training and/or experience; word processing, spreadsheet, e-mail, and excellent writing and verbal communication skills. Prefer experience with Microsoft products, iPads, laptops, digital technology, various social media, and willingness to learn additional software.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, 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.