

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Office Coordinator, Admissions (Part-Time/50%)

Preparation Date: March 30, 2009, Update March 21, 2016

Function of Position:

The Office Coordinator is responsible to the Assistant Director of Global Admissions for clerical support in the Admissions office. Half-time position requires occasional weekend work.

Principal Duties and Responsibilities:

- 1) Serve as receptionist for office - assist students, faculty, staff, prospective students, and visitors; answer phone calls. (30%)
- 2) Assist with communication to students via email, mail, skype and phone. (25%)
- 3) Assist with maintenance of student files and records. (25%)
- 4) Receive, sort and distribute mail. (10%)
- 5) Assist with and understand SEVIS, I-20's and appropriate international student documents (10%)
- 6) Perform other related duties as assigned.
- 7) Other related duties as required.

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 and refers only unusual cases to the supervisor. Hours will be 9:00 a.m. to 3:00 p.m. Monday through Friday with some flexibility in total hour accumulation over the year.

Minimum Qualifications:

Requires a minimum of two years clerical experience and/or training; working knowledge of word processing and spreadsheet software; excellent writing and verbal communication skills. Prefer prior experience working with a data management system and in an academic setting.

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.