

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – **Office Coordinator, Humanities**

Preparation Date: August 31, 2017

Function of Position:

Responsible to the Chairs of Humanities departments for providing clerical and logistical support to the 10 full time and growing number of adjunct faculty in the Departments of English and Modern Languages and History. This position includes full benefits and requires 1486 hours, primarily during the academic year.

Principal Duties and Responsibilities (approximately 75% of workload):

- 1) Serve as receptionist for Humanities office; assist faculty, adjuncts, staff, students, and visitors.
- 2) Hire, supervise, and evaluate student employees (2-4 students on average) in the Humanities office.
- 3) Coordinate with Department Chairs the budgeting process and assist with individual accounts.
- 4) Assist faculty with academic course-related tasks, research, and related material (including confidential information).
- 5) Coordinate with Information Technology Services the use and repair of office equipment and maintain adequate supplies.
- 6) Manage classroom access (room book, scheduling, keys, and special arrangements).
- 7) Assist faculty with college credit card accounts.
- 8) Purchase and maintain supplies for the Humanities Office.
- 9) Assist departments with recruiting efforts by maintaining records and sending form letters to prospective students.

Other Duties and Responsibilities (approximately 25% of workload):

- 10) Facilitate department events planning and execution.
- 11) Manage schedules and arrange travel logistics for individual faculty and for international class trips.
- 12) Compose, edit, and facilitate delivery of correspondence of the Humanities faculty.
- 13) Supervise, monitor, and update film lending library.
- 14) Schedule events in Luther Hall via Astra
- 15) Contact vendors for desk copies and other educational materials.
- 16) Assist Humanities department in maintaining databases of assessment information.
- 17) Perform other related duties as needed.

Supervision:

Clear performance expectations, calendar, and standards are set for the employee, 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.

Qualifications:

Minimum two years clerical experience and/or training; excellent working knowledge of word processing and spreadsheet software; excellent writing and verbal communication skills. Prefer prior experience in an academic setting and prior supervisory experience. Bachelor's degree preferred.

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 members of underrepresented ethnic and minority groups.