POSITION DESCRIPTION
WARTBURG COLLEGE
Title of Position – Administrative Assistant to the Vice President for Enrollment Management
Preparation Date: June 2, 2016

Function of Position:
Full-time, twelve month position includes excellent benefits. Responsible to the Vice President for Enrollment Management for managing the office, generating enrollment data, and for preparing various information for registration, billing, schedules and institutional research.

Principal Duties and Responsibilities:
1) General management of enrollment data (15%)
2) Serve as receptionist for Enrollment Management Office and assist, as needed, with the Finance/Administration Office. (10%)
3) Maintain appointment calendar for Vice President for Enrollment Management and Institutional Committees; schedule appointments and committee meetings, distribute agendas, policies, and supporting documents; arrange travel; assist with clerical work in the President's Office, as needed. (10%)
4) Review and finalize new student data for matriculation, advising and enrollment; complete preliminary transfer student credit evaluations; (5%)
5) Maintain and manipulate data, conduct appropriate analysis, and produce national, regional and internal surveys and reports. (15%)
6) Initiate contact, follow up and assist students with registration and/or accounts for retention purposes. (5%)
7) Process requests by other departments and individuals for specific data. (10%)
8) Follow up and assist with the processing of student withdrawals and leaves of absences from the College. (10%)
9) Assist with preparations for Board of Regents meetings and serve as recorder for the Enrollment Management Committee. (5%)
10) Prepare and distribute correspondence. (5%)
11) Perform other related duties as assigned. (10%)

Supervision:
Definite objectives are set up in collaboration with the employee by the supervisor, requiring the use of a wide range of procedures. The employee prioritizes own work and refers only unusual cases to the supervisor.

Minimum Qualifications:
Requires knowledge equivalent to an Associate's degree and two years of effective experience; extensive computer knowledge on PC in Windows environment; advanced database and spreadsheet knowledge and experience; attention to detail and organizational skills; strong commitment to customer service. Prefer SQL experience, 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 members of underrepresented ethnic and minority groups.