

Wartburg College

Position Announcement

Title: **Office Coordinator for Student Life**

Date Prepared: January 18, 2016

Position requires approximately 25 hours per week during the academic year, as well as occasional work during breaks and summer. (No more than 900 hours in a calendar year)

Principal Duties and Responsibilities:

- 1) Provide office support to professional staff in Student Life, including the areas of International Student Support Services, Multicultural Student Services, the Center for Community Engagement, and Residential Life. (30%)
- 2) Welcome and direct visitors; assist students, faculty, staff, and visitors and answer phone calls (many of which are related to housing). Including, assist international students with inquiries related to the International Student Services office. (25%)
- 3) Serve as a SEVIS Designated School Official (DSO) and provide support for international students needing related assistance. In order to effectively execute those duties, undergo necessary training and participate in professional conferences. (15%)
- 4) Provide professional development for work study student staff in Student Life, as well as ensure appropriate filing of paperwork with the Student Employment Office for student employees. (10%)
- 5) Coordinate marketing and assessment of relevant programs (bulletin boards, announcements, brochures, web) and all required reporting (e.g., President's Honor Roll). (10%)
- 6) Serve as a resource for Student Life in regards to Jenzabar, a software management system utilized by Wartburg. Coordinator will input information, generate reports, and seek ways to use data in the software system. (5%)
- 7) Perform other related duties as assigned. (5%)

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 consults with the supervisor on unusual cases.

Minimum Qualifications:

Associate's Degree required (or equivalent experience), Bachelor's degree preferred; the ability to work well with diverse populations; working knowledge of word processing and spreadsheet software; excellent writing and verbal communication skills. Employee will be provided training for Jenzabar, a software management system. Must be a U.S. citizen or lawful permanent resident as designated school official (DSO) for Wartburg College. Must have a valid driver's license and be willing to be trained and certified to drive an eleven passenger van. Prefer prior experience in an academic setting, as well as experience supervising college students.

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.