

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position – Receptionist, Admissions**

Date Prepared: 3/2017

Function of Position:

Responsible to the Assistant Vice President for Admissions for greeting individual and group visitors to the College and for providing general office support such as typing letters and purchase orders and scheduling appointments; also responsible for supervising student workers.

This is a 9-month, part-time position. Core working hours would be 9am-2:30pm Monday-Friday.

Principal Duties and Responsibilities:

- 1) Receive and respond to phone calls from prospective students inquiring about Wartburg; respond to special requests; direct calls to counselor or other departments as necessary. (25%)
- 2) Greet prospective students and families, review schedules, and direct them to each appointment. (20%)
- 3) Work with Campus Visit Coordinator on preparing for visitors, creating packets, tours. (15%)
- 4) Assist with student ambassadors to include setting up tour times, lunches, and overnight housing. (10%)
- 5) Supervise student workers to include distributing workload. (5%)
- 6) Add visitor names to welcome board; distribute each counselor's visitors. (5%)
- 7) Take messages from answering machine; open, sort, and distribute departmental mail. (5%)
- 8) Type purchase orders, check expense vouchers, and copy for files. (5%)
- 9) Type, proof, and send letters, memos, faxes, and E-mails as requested. (5%)
- 10) Schedule appointments for Assistant Vice President for Admissions. (3%)
- 11) Process financial aid awards; process early estimates. (2%)
- 12) Perform other related duties as assigned.

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.

Minimum Qualifications:

Requires knowledge equivalent to a high school education; organizational skills; one year of effective experience. 9 month August 15 to May 15 assignment.

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](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://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.