

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Office Coordinator Spiritual Life and Campus Ministry/Religion & Philosophy**

Preparation Date: August 9, 2017

#### Function of Position:

Responsible to the Dean of the Chapel, Campus Pastor, and chair of the Religion & Philosophy department for providing general office support, supervision of student workers, and partnership in planning and problem solving.

#### Principal Duties and Responsibilities:

1. Serve as coordinator for both offices, offering hospitality, assisting students, faculty, staff, and visitors (20%)
2. Hire, train, supervise, and evaluate student employees (20%)
3. Prepare and process weekly Chapel and Sunday worship bulletins; assist in obtaining chapel speakers; obtain music, lyrics, and secure copyright permission for special music; liaise with speakers and musicians; liaise with the office of events, camps, and conferences on scheduling events including weddings (20%)
4. Assist faculty with exams, assignments, grades, research and publishing contacts (10%)
5. Establish and maintain departmental files and records (10%)
6. Compose and edit announcements, including online social media (5%)
7. Coordinate with ITS to build, maintain, and manage databases of churches, bishops, synods, and other church-related entities for use by college for correspondence related to EPIC scholarships, Christmas with Wartburg, the Graven Award, and other special projects and events (5%)
8. Oversee office equipment and supplies (5%)

#### Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

#### Minimum Qualifications:

Requires knowledge equivalent to an Associate's or Bachelor's degree and minimum of two years of clerical experience; excellent communication, interpersonal, and problem solving skills; attention to detail; excellent word processing and spreadsheet knowledge; excellent organizational and management experience. Prefer prior experience in an academic setting and supervisory experience.

Religion Office: 15 hrs/wk (600 hrs/yr) for ten months

SLCM Office: 21.5 hrs/wk (800 hrs/yr) for ten months

#### 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](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 members of underrepresented ethnic and minority groups.