

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

**Title of Position – Interim Campus Programming Coordinator**

**Function of Position:**

This is an interim position, responsible to the Director of Student Engagement for the remainder of the 2020-21 academic year. This position will work through collaborative efforts to meet institution need around campus programming and student engagement.

**Principal Duties and Responsibilities:**

1. Advise the Entertainment ToKnight (ETK) programming group, in collaboration with the newly hired Assistant Director of Residential Life and Campus Programming Coordinator.
2. Provide leadership, support, and coordination to help ensure a unique range of student and campus activities that can meet the needs of a diverse campus community.
3. Serve as a resource to the Residential Life Department and the Director of Student Engagement with programming and outreach to the campus community during the continued COVID-19 pandemic.
4. Provide programming support and supervision of the Resident Assistant hired for the extended Christmas Break.

**Supervision:**

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and refers unusual cases to supervisor.

**Minimum Qualifications:**

Requires a Bachelor's Degree. Requires clear communication skills and desire to work with college-age students. Candidate must have an interest in campus programming and the development of a residential community. A positive and helpful attitude is required along with a willingness to work in a flexible environment, as a member of a hard-working team. Prefer experience working with diverse populations and in small college residence halls.

**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.