

## WARTBURG COLLEGE POSITION DESCRIPTION

### Title of Position – Graduate Assistant-Admissions

Preparation Date: January 2024

Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning. Founded in 1852, Wartburg College is a selective liberal arts college internationally recognized for its community engagement and academic excellence.

The institution is at an exciting moment as it embarks upon “Our Brightest Days: Realizing Purpose, Leading Change,” the College’s new strategic plan. As indicated in the newly adopted vision statement, “Wartburg College is called to be the leading institution in education of the whole person. Together, we create an inclusive community combining diverse curricular and co- curricular experiences to prepare students to be resilient leaders of positive change through service in a complex world.”

### Principle Duties and Responsibilities

1. Interview prospective students; cultivate relationships with applicants; counsel families through their college search and financial aid process in assigned territory.
2. Research and plan travel and manage budget for assigned territory.
3. Assist with recruitment event planning.
4. Assist in the management of social media engagement platform for prospective students.
5. Research best practices in the effectiveness of recruitment initiatives such as high school visits, scholarship days, campus visits, mailings, etc.

### Minimum Requirements

- Requires a bachelor's degree from a regionally accredited college/university.
- Requires excellent communication skills- verbal, written, and interpersonal.
- Candidate must have a high level of initiative, organization, and attention to detail.
- Must have a valid drivers license and the ability to travel to recruitment events.
- Must be enrolled in the prescribed MA in Leadership courses each term.
- Must maintain an overall grade point average of 3.00 while in the GA program.
- Must meet the eligibility requirements for employment within the United States.
- Must successfully complete a background screening.

### Application Procedure

Send a 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). For specific inquiries contact [tara.winter@wartburg.edu](mailto:tara.winter@wartburg.edu). **Please note before an offer of a graduate assistantship can be extended, a student needs to be fully admitted to the [Master of Arts in Leadership](#). Application information can be found here and questions regarding the application can be sent to [gradstudies@wartburg.edu](mailto:gradstudies@wartburg.edu).** See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until the 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.*