

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – [Wartburg West](#) Program Director

(Based in Denver Colorado, employed by Wartburg College, Waverly, IA)

Preparation Date: November 2022

Function of Position:

Responsible to the Dean of Faculty and Dean of Student Life as the program director for Wartburg West programs in Denver, Colorado.

Principal Duties and Responsibilities:

- Provide and oversee program administration to include coordination with adjunct faculty and on-site Wartburg faculty to ensure oversight and teaching of classes, internships and programs
- Identify and cultivate internship opportunities in collaboration with home campus faculty and staff
- Provide and oversee student life services in Denver to include providing orientation for students arriving in Denver, supporting student transitions to/from Denver, liaising with housing staff, coordinating excursions and cultural experiences in Denver area
- Maintain relationships with Wartburg West's key constituents and the network across the Denver community, in coordination with home campus staff
- Support admissions staff in recruitment efforts

Qualifications:

Required: Bachelor's degree and 5 years progressively responsible administrative and/or higher education student support experience; strong written and oral communications skills; community outreach experience; ability to work independently and in collaboration with others.

Preferred: Terminal degree in an academic field represented at Wartburg College; teaching experience, internship placement experience. Extensive experience in higher education student-life functions.

Compensation and Benefits:

The pay range for this full-time, 12-month exempt position is \$65,000-\$85,000. Wartburg College provides a comprehensive benefit package including medical, dental, and life insurance, retirement, paid time off, paid holidays, and free and reduced tuition programs.

Application Procedure:

Submit CV or résumé, letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College [mission](#), [strategic plan](#) and experience contributing to inclusive communities, and contact information for three references electronically to: HR@wartburg.edu or by regular mail to: Jamie Hollaway, Executive Director of Human Resources, Wartburg College, 100 Wartburg Blvd., Waverly, IA 50677-1003. For specific inquiries contact Debora Johnson-Ross, Vice President for Academic Affairs, debora.johnsonross@wartburg.edu. For further information about the college and the city of Waverly, see <http://www.wartburg.edu>, Wartburg College requires a criminal background check for position finalists. 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.