

**WARTBURG COLLEGE
POSITION DESCRIPTION**

Title of Position – Office Coordinator, Music Dept.

Preparation Date: September 1, 2020

Function of Position:

This is a full-time, academic year (nine-month) 35 hour per week position plus 140 summer hours. The person is responsible to the Chair of the Music Department for providing general office support; coordinating scholarship auditions, and vocal festivals; coordinating music events with the Communication and Marketing Office; and for supervising student workers.

Principal Duties and Responsibilities:

- 1) Provide general office support for all full-time and adjunct faculty. (35%)
- 2) Coordinate and schedule Meistersinger Scholarship auditions to include preparing correspondence to all participants, scheduling audition times, arranging for accompanists, and providing information to auditioners, parents, and the high school directors, preparing information regarding winners for the admissions office. (30%)
- 3) Schedule internal music events including recitals; type and assemble recital programs, and coordinate with communication and marketing for all publicity and scheduling of recitals; coordinate student workers for recording of recitals, and maintain attendance records for music students. (10%)
- 4) Supervise student workers, including scheduling and compiling payroll information. (10%)
- 5) Assist department chair with editing, typing, and collating department handbooks. (5%)
- 6) Perform other related duties as assigned. (10%)

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:

Minimum five years clerical experience. Superior knowledge of word processing and spreadsheet software; excellent writing and verbal communication skills. Willingness to learn new procedures and software. Proven ability in observing and correcting inefficiencies. Prior experiences in an academic setting and supervisory experience preferred. Willingness and ability to interface accurately with multiple offices across campus. Must have excellent customer service skills and attention to detail.

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. See 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.