FUNCTION OF POSITION:
Responsible to the Director of Alumni & Parent Engagement for providing general office support, event preparations and logistics, and editing and proofreading proficiency. Limited evening and/or weekend work for special events or projects required. Incumbent works with students, team members, college employees, donors, and/or guests of the college, treating all with respect.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1) Preparation and support for Alumni and Parent Engagement events, including Homecoming & Family Weekend, Keep On Learning, Senior Pig Roast, Young Alumni Awards, Alumni Board meetings, student programming events, alumni tours, meetings, etc.
   a. Prepare correspondence/invitations/mass mailings (edit letters, generate address lists, utilize mail merge, create/stuff envelopes, work with Print Center/Mail Center as needed)
   b. Organize information for programs and schedules.
   c. Process purchase orders for payment of services.
   d. Document deposits for income receipts.
   e. Prepare and send mailings for special interest groups.
   f. Format and print tickets, posters, award certificates, etc.
   g. Enter registrations, process payments for registrants, maintain running total of event numbers.
   h. Create nametags, seating charts, place cards.
   i. Order promotional items (t-shirts, etc.) and plaques or medals, as appropriate.
   j. Supervise workers for events.
   k. Coordinate meal counts and dietary needs with dining services.
   l. Respond to questions from outside constituents.
   m. Setup/teardown during events.
   n. Collaborate with other divisions, staff, or constituents as needed.
   o. Manage call of events list.
   p. Track appropriate event data and assist with database coding to be used and referenced in future years.
2) Assist with editing and proofreading of emails and publications.
3) Answer phones; receive and respond to constituents’ request for information, field questions, take messages, transfer calls.
4) Maintain budgets and expense reports for Alumni & Parent Relations, Annual Giving, Student Homecoming and others.
5) Maintain and procure office supplies.
6) Open, sort, and distribute mail.
7) Process alumni update information and prepare address/email lists.
8) Prepare and send various documents and materials to alumni and families; facilitate Wartburg Legacy Program for alumni children.
9) Assist with Booster Club ticket distribution, database coding, and tracking.
10) In collaboration with Director of Annual Giving and Annual Giving Program Manager, provide office support for Annual Giving and athletic solicitations.
11) Welcome and greet donors, alumni, students, and staff; receive guests to the Institutional Advancement office, provide directions, escort visitors on campus.
12) Support other Institutional Advancement projects as needed, providing collaboration or backup to other Office Coordinators.
13) Schedule meetings, reserve rooms, maintain calendars.
14) Perform other related duties as assigned, including potentially supervising student employees.
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.

Qualifications:
Requires knowledge equivalent to an Associate’s Degree plus two years of related experience; proficiency with Microsoft Office (Word, Excel, Outlook, OneNote); writing, editing, and verbal communication skills; attention to detail and accuracy; aptitude for utilizing a comprehensive constituent database, online tools, and other software/technology resources; ability to collaborate in a team environment; capable of organizing and prioritizing multiple work assignments; ability to contribute to the cultivation of positive relationships on behalf of the college; ability to maintain confidentiality standards in safeguarding donor information/records; appreciation for the liberal arts college environment and mission of Wartburg.

Application Procedure:
Send letter of interest including a statement regarding qualities 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 underrepresented groups.