

WARTBURG COLLEGE POSITION

DESCRIPTION

Title of Position – Administrative Assistant to the Student Life Vice President and Deans

Preparation Date: March 2023

Function of Position:

Responsible to the Vice President for Student Life and the Associate Deans for providing administrative support to student and residential life programs and representing the division in a positive and professional manner. Maintains confidentiality as appropriate and manages sensitive information with care. Senior/lead administrative assistant for the Division and assists other clerical staff in the Division as needed. Works to foster collaborative partnerships with departments across the institution with the primary goal of cultivating a culture that embraces retention and student success as an institutional beacon and shared responsibility.

Principal Duties and Responsibilities:

1. Welcome and greet faculty, staff, students and guests; answer the phone and respond to inquiries for residential student activities, vocation and career services, leadership and service, international and diversity programs; explaining and interpreting College policies related to Student Life to students, parents, faculty, staff and the general public. (15%)
2. Provide clerical support for the Student Life by composing general communication, forms and meeting minutes; processing mail, and scheduling appointments/meetings/travel using computer-based calendar system, maintains and regularly updates the college calendar system with Student Life events, assists in maintaining departmental budget. (25%)
3. Assist as needed with SOAR, Residence Life, ETK, camps, conferences, and Career and Vocation events. Responsible for specific projects and programs as assigned by the VP and Deans and Student Life teams which may involve planning and coordinating work, analyzing data, preparing reports, and other duties associated with the successful completion of a project or program. (20%)
4. Coordinate schedules to provide continuous office coverage; cross-train clerical and student staff in the Student Life Office, ensuring that each can answer basic questions related to residential life, student activities, international and diversity programs; collect and analyze timesheets and monthly absence reports; hire and supervise student employees. (10%)
5. Develop a working knowledge of, and support the work of several database platforms across the campus administrative offices. This may include Canvas, Slate, Jenzabar and others. (10%)
6. Support the Friendship Host Committee and host family program with the Director of International Student Programs. (5%)
7. Coordinate divisional meetings and staff development events. (5%)
8. Assists with grant applications, implementation, budgets, and report writing. (5%)
9. Oversee the maintenance of the Student Life office environment and equipment. (5%)
10. Perform other related duties as assigned.

Supervision:

Definite objectives are set up in collaboration with the employee by the supervisor, requiring the use of a wide range of procedures. The employee prioritizes own work and refers only unusual cases to the supervisor.

Minimum Qualifications:

Requires education or life experience equivalent to an associate's degree, proficiency in Microsoft products, three years of office/clerical experience, excellent customer service, organizational, typing and proof-reading skills; and attention to detail and confidentiality guidelines. Prefer bachelor's degree; experience in higher education, and successful work or volunteer experience with a diverse population. An understanding and appreciation for the values and beliefs of others; treats all guest and community members respectfully and appreciates the uniqueness of each member of our community.

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.