

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position: Office Coordinator, Business Administration, Accounting, and Economics

Preparation Date: December 2022

Responsible to the Chair of the Business Administration, Accounting, and Economics department for providing general office support to all faculty members, coordinating various special events, assisting with marketing events for the department and supervising student workers. This part-time position requires up to 1080 hours during the academic year.

Duties and Responsibilities:

1. Provide academic program support: (30%)
 - Provide administrative support for all assessment and accreditation requirements including developing and implementing tracking spreadsheets, coordinating assessment materials, collecting/filing/disbursing all forms/syllabi/CVs/transcripts, etc.
 - Communicate and implement institutional initiatives, announcements and updates as deemed necessary
 - Collect and maintain records of department metrics—statistics on incoming class of students, graduation rates, study abroad numbers, percentage of students taking internships, g.p.a of graduates, etc.
 - Maintain database of department's current majors and minors
 - Monitor department budget and keep department chair informed of status
 - Coordinate development and submission of yearly course offerings
 - Provide support for department projects, including research projects for individual faculty
 - Provide support for student organizations within the department
2. Provide general and technical office support: (30%)
 - Perform clerical functions within the department, including copying, room and equipment reservations, inventory and ordering of office supplies, etc.
 - Update and maintain all social media and web presence
 - Assist adjuncts with classroom needs, including textbooks, keys, and technology
 - Ensure all office equipment and facilities are functional, submitting appropriate work orders when needed
 - Serve as the liaison between the department and Information Technology Services, Maintenance, and Marketing and Communication
 - Assist faculty in making travel plans for conferences and May Term courses
 - Provide administrative support to departmental faculty
3. Assist with marketing efforts for the department (20%)
 - Serve as the public face of the department with current and prospective students and visitors to the department
 - Work with the Department Chair and other department faculty to coordinate prospective student visits in the department, facilitate and track communication with prospective students, maintain up-to-date databases of prospective students and assist faculty in making use of this information
 - Review, update, and maintain all marketing materials related to the department including handout materials, flyers, bulletin boards, emails, and the department website
 - Use digital technology to capture, edit, display, and archive class activities as requested by faculty members, as well as other department events and information
 - Coordinate marketing research efforts as directed by the department—i.e. senior surveys and alumni surveys
4. Coordinate special events (10%)
 - Assist the Department Chair and other department faculty to plan, coordinate, and document/archive special events sponsored by the department each year
5. Supervise student workers (10%)
 - Hire, train, schedule, supervise and evaluate the student workers in the department
 - Ensure that student workers are engaged in work that supports department needs or those of individual faculty members
 - Prepare and submit budget for student worker needs for upcoming year
 - Allow student workers to apply and further develop their skill sets
 - Verify electronic timecards and maintain records of student workers
6. Other related tasks as needed

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, while consulting with supervisor whenever questions or changes arise.

Minimum Qualifications:

Requires two years of post high school clerical training and/or experience; word processing, spreadsheet, e-mail, and excellent writing and verbal communication skills. Prefer experience with Microsoft products, Google Docs, video uploads, iPads, laptops, digital photography, various social media, and willingness to learn additional software. Excellent customer service and interpersonal skills.

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 underrepresented groups.