

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position: Office Coordinator, Humanities and Fine Arts**

Preparation Date: March 2023

**Function of Position:**

Responsible to the Chair of Humanities, Music, and Art departments for providing clerical and logistical support to the full time and growing number of adjunct faculty in the Departments of Art, Languages, Literatures, Cultural Studies & History. Assist the Music department faculty and staff with the coordination of summer camps and festivals, providing office support for Music department during summer months. This 12-month position includes full benefits working 1982.5 hours per year.

**Principal Duties and Responsibilities (approximately 75% of workload):**

- 1) Serve as receptionist for Humanities office; assist faculty, adjuncts, staff, students, and visitors.
- 2) Hire, supervise, and evaluate student employees (2-4 students on average) in the Humanities and Art offices.
- 3) Coordinate with Department Chairs the budgeting process and assist with individual accounts.
- 4) Assist faculty with academic course-related tasks, research, and related material (including confidential information).
- 5) Coordinate with Information Technology Services the use and repair of office equipment and maintain adequate supplies.
- 6) Manage classroom access (room book, scheduling, keys, and special arrangements).
- 7) Assist faculty with college credit card account (receipt management and charge reconciliation).
- 8) Purchase and maintain supplies.
- 9) Assist departments with recruiting efforts by maintaining records and sending form letters to prospective students.
- 10) Update college calendar for departmental events.

**Other Duties and Responsibilities (approximately 25% of workload):**

- 11) Facilitate department event planning and execution.
- 12) Manage schedules and arrange travel logistics for individual faculty and for international class trips.
- 13) Compose, edit, and facilitate delivery of correspondence of the faculty.
- 14) Schedule events via Astra Scheduling.
- 15) Assist department in maintaining databases of assessment information.
- 16) Assist the music department with summer camps and festivals.
- 17) Perform other duties as assigned.

**Supervision:**

Clear performance expectations, calendar, and standards are set for the employee, 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:**

Minimum two years clerical experience and/or training; excellent working knowledge of word processing and spreadsheet software; excellent writing and verbal communication skills. Prefer prior experience in an academic setting and prior supervisory experience. Bachelor's degree preferred.

**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](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://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 members of underrepresented ethnic and minority groups.*