

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position: Office Coordinator – Journalism & Communication and Student Success Center

Preparation Date: January 2022

Function of Position:

Responsible to the Chair of the Journalism & Communication and Associate Dean of Students for providing clerical support. This is a full-time, 10-month position.

Duties and Responsibilities:

Journalism & Communication –

1. Provide clerical support to the Journalism & Communication faculty and Student Organizations.
2. Compose and edit email correspondence and other office receptionist duties.
3. Establish and maintain department records, databases, and equipment checkout records.
4. Coordinate the departmental budgeting process, pay bills.
5. Set up meetings, manage schedules, and maintain room schedules for KV events and classes.
6. Hire requests, additions, corrections for Knight Vision and work study time clock issues and approvals.
7. Event coordinating – Homecoming, Visit Day, RICE DAY, Spring Banquet, among others.
8. Take notes and post online for Department Meetings, KV Exec, and Student Org Leaders.
9. Coordinate subscribers list, and collation of archived copies of student newspaper.
10. Compile information for monthly mailing to potential students.
11. Oversee office equipment and supplies; recommend, select and order supplies and equipment.
12. Hire, train, schedule, supervise and evaluate student employees.
13. Coordinate materials for Scholarship Days, update hallway award displays.
14. Perform other related duties as assigned.

Student Success Center –

1. Provide administrative support to members of the Student Success Center (SSC) team
2. Answers phone calls, schedules meetings and greets visitors by exhibiting professional communication
3. Assist with purchasing office equipment and supplies; recommend, select, and order supplies and equipment.
4. Coordinate and manage databases and reports for the Graduate Status Report as a part of the Student Success Center assessment on a yearly basis. Train students to follow up with recent graduates regarding their employment status.
5. Assist with organization and logistics of events such as mock interview days, career/graduate/professional school, internships and camp fairs, resume collections, SOAR Days, employer information tables, professional development speaker sessions and class presentations.
6. Assist employers with posting internships and jobs on Handshake. Regularly monitor and approve employer and student activity on Handshake.
7. NARS tracking (yearly process) – any student completing a field experience or internship out-of-state.
8. Management of internship and field experience learning contracts (scanning, organizing, and tracking each semester).
9. Process Wartburg West and Des Moines Urban Studies applications (scanning to shared drive, preparing excel applicant lists by term, send out acceptance letters and commitment forms).
10. Provide direction and assistance for Student Success Coaches (student employees) working within the SSC.
11. Complete hire requests, additions, timeclock corrections for approximately 50 SSC work study students.
12. Assist with tracking hours and coordinating agreements/scheduling for the Residence Service-Learning Suites.

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 consults with the supervisor on unusual cases.

Minimum Qualifications:

Minimum two years clerical experience and/or training; working knowledge of word processing and spreadsheet software; excellent writing, event planning and verbal communication skills. Prefer prior experiences in an academic setting and supervisory experience.

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 members of underrepresented ethnic and minority groups.*