

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position: Office Coordinator – Counseling and Spiritual Life

Preparation Date: February 2023

Function of Position:

Responsible to the Director of Counseling and the Dean for Spiritual Life for providing general office support and supervising student workers. This is a ten-month position.

Duties and Responsibilities:

Counseling (50%):

1. Provide general office support to the Counseling Center.
2. Compose and edit email correspondence and other office receptionist duties.
3. Establish and maintain department records and databases.
4. Coordinate the departmental budgeting process, pay bills.
5. Schedule appointments and manage room schedules for Counseling.
6. Oversee office equipment and supplies; recommend, select and order supplies and equipment.
7. Hire, train, schedule, supervise and evaluate student employees.
8. Perform other related duties as assigned.

Spiritual Life (50%):

1. Provide general support to the Chapel and Spiritual Life Office.
2. Compose and edit email correspondence and other office receptionist duties.
3. Establish and maintain department records and databases.
4. Coordinate the departmental budgeting process, pay bills.
5. Maintain calendar and schedule for the Chapel, conference room, and commons.
6. Provide support at chapel services and maintain chapel space (changing paraments, decorations, etc.)
7. Oversee, select, and order office and worship services equipment and supplies.
8. Hire, train, schedule, supervise and evaluate student employees.
9. Perform other related duties as assigned.

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.