

Wartburg College
Position Description

Title of Position - Office Coordinator, Admissions (Part-Time)

Preparation Date: July 2020

Function of Position:

The Office Coordinator is responsible to the Assistant Director of Global Admissions for clerical support in the Admissions office. Half-time position requires occasional weekend work.

Principal Duties and Responsibilities:

- 1) Serve as receptionist for office - assist students, faculty, staff, prospective students, and visitors; answer phone calls. (30%)
- 2) Assist with communication to students via email, mail, skype and phone. (25%)
- 3) Assist with maintenance of student files and records. (25%)
- 4) Receive, sort and distribute mail. (10%)
- 5) Assist with and understand SEVIS, 1-20's and appropriate international student documents (10%)
- 6) Perform other related duties as assigned.
- 7) Other related duties as required.

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 refers only unusual cases to the supervisor. Hours will be 9:00 a.m. to 3:00 p.m. Monday through Friday with some flexibility in total hour accumulation over the year.

Minimum Qualifications:

Requires a minimum of two years clerical experience and/or training; working knowledge of word processing and spreadsheet software; excellent writing and verbal communication skills. Prefer prior experience working with a data management system and in an academic setting.

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.