

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

**Title of Position: Office Coordinator – Student Life**

Preparation Date: June 2022

**Function of Position:**

Provide support to Student Life Division. 12-month position, 1985 hours /year; benefit eligible. Reports to the Assistant Dean of Students.

**Principal Duties and Responsibilities:**

1. Serve as a member of the Student Life team. (60%)
  - a. Welcome and direct students, faculty, staff and visitors to the student life and counseling services suites of offices and respond to telephone and in-person inquiries.
  - b. Provide office support to related administrative staff.
  - c. Responsible for dedicated support for the International Student Services Office as a SEVIS Designated School Official (U.S. Department of Immigration & Naturalization).
  - d. Assist with student facing programming, celebrations, and initiatives.
  - e. Coordinator for the Wartburg Shuttle and area transportation program (i.e., hire drivers, determine schedules, and manage reservations).
  - f. Manage technology tools (interactive software) and prepare reports.
  - g. Shared supervision for a team of student leaders who serve as front-line receptionists.
  - h. Team membership with administrative staff charged with creating opportunities to advance inclusive and equitable student experiences.
  - i. Coordinate summer storage for out of state and international students.
  - j. Give leadership assistance to the food pantry program.
  - k. Assist with summer programs to include new student orientation (SOAR Days) and camps/conferences.
  - l. Coordinate special projects and perform other duties as assigned.
2. Supports the Counseling Services team. (40%)
  - a. Coordinate work demands, triage and schedule appointments in a compassionate and normalizing manner.
  - b. Maintain confidential client counseling files and prepare files for daily needs; provide reporting and information to counselors to aid in providing services to students (per HIPAA and FERPA privacy regulations).
  - c. Maintain office forms and documents and assist with general office duties in the Counseling Center.
  - d. Manage student health and vaccination records.

**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; the ability to work well with diverse populations; working knowledge of word processing and spreadsheet software; excellent writing and verbal communication skills. Employee will be provided training for Jenzabar, a software management system. Must be a U.S. citizen or lawful permanent resident as designated school official (DSO) for Wartburg College. Must have a valid driver's license and be willing to be trained and certified to drive an eleven-passenger van. Prefer prior experience in an academic setting, as well as experience supervising college students.

**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.