

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position: Office Coordinator, Alumni and Parent Engagement

Preparation Date: November 2023

Function of Position:

Responsible to the Director of Alumni & Parent Engagement for providing general office support, event preparations and logistics, and editing and proofreading proficiency. Limited evening and/or weekend work for special events or projects required. Incumbent works with students, team members, college employees, donors, and/or guests of the college, treating all with respect.

Principal Duties and Responsibilities:

- 1) Preparation and support for Alumni and Parent Engagement events, including Homecoming & Family Weekend, Keep On Learning, Senior Pig Roast, Young Alumni Awards, Alumni Board meetings, student programming events, alumni tours, meetings, etc.
 - a. Prepare correspondence/invitations/mass mailings (edit letters, generate address lists, utilize mail merge, create/stuff envelopes, work with Print Center/Mail Center as needed)
 - b. Organize information for programs and schedules.
 - c. Process purchase orders for payment of services.
 - d. Document deposits for income receipts.
 - e. Prepare and send mailings for special interest groups.
 - f. Format and print tickets, posters, award certificates, etc.
 - g. Enter registrations, process payments for registrants, maintain running total of event numbers.
 - h. Create nametags, seating charts, place cards.
 - a. Order promotional items (t-shirts, etc.) and plaques or medals, as appropriate.
 - i. Supervise workers for events.
 - j. Coordinate meal counts and dietary needs with dining services.
 - k. Respond to questions from outside constituents.
 - l. Provide hosting services.
 - m. Setup/teardown during events.
 - n. Collaborate with other divisions, staff, or constituents as needed.
 - o. Manage call of events list.
 - p. Track appropriate event data and assist with database coding to be used and referenced in future years.
- 2) Assist with editing and proofreading of emails and publications.
- 3) Answer phones; receive and respond to constituents' request for information, field questions, take messages, transfer calls.
- 4) Maintain budgets and expense reports for Alumni & Parent Relations, Annual Giving, Student Homecoming and others.
- 5) Maintain and procure office supplies.
- 6) Open, sort, and distribute mail.
- 7) Process alumni update information and prepare address/email lists.
- 8) Prepare and send various documents and materials to alumni and families; facilitate Wartburg Legacy Program for alumni children.
- 9) Assist with Booster Club ticket distribution, database coding, and tracking.
- 10) In collaboration with Director of Annual Giving and Annual Giving Program Manager, provide office support for Annual Giving and athletic solicitations.
- 11) Welcome and greet donors, alumni, students, and staff; receive guests to the Institutional Advancement office, provide directions, escort visitors on campus.
- 12) Support other Institutional Advancement projects as needed, providing collaboration or backup to other Office Coordinators.
- 13) Schedule meetings, reserve rooms, maintain calendars.
- 14) Perform other related duties as assigned, including potentially supervising student employees.

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.

Qualifications:

Requires knowledge equivalent to an Associate's Degree plus two years of related experience; proficiency with Microsoft Office (Word, Excel, Outlook, OneNote); writing, editing, and verbal communication skills; attention to detail and accuracy; aptitude for utilizing a comprehensive constituent database, online tools, and other software/technology resources; ability to collaborate in a team environment; capable of organizing and prioritizing multiple work assignments; ability to contribute to the cultivation of positive relationships on behalf of the college; ability to maintain confidentiality standards in safeguarding donor information/records; appreciation for the liberal arts college environment and mission of Wartburg.

Application Procedure:

Send letter of interest including a statement regarding qualities 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 underrepresented groups.