

Wartburg Theological Seminary

Position Description

Date completed: 4/25/2018

Title: Administrative Assistant for Admissions, Contextual Education & Student Services

Classification: Non-Exempt

Position Status: Part-time regularly scheduled 25 hour per week, up to 30 hour per week

Supervisor: Vice President for Admissions and Student Services

Position Summary:

The Administrative Assistant for Admissions, Contextual Ed and Student Services is responsible for providing hospitality to guests of the seminary, particularly for Admissions, and providing administrative support to the Vice President of Admissions and Student Services, the Director for Contextual Education, and the Admissions and Student Services team. This is an up to 30 hour a week part-time non- exempt position that reports to the Vice President of Admissions and Student Services.

Major Responsibilities/Activities:

- General office duties
- Provide welcome, hospitality, and excellent customer service through phone and in person communication
- Assume other responsibilities as appropriate or as assigned

On behalf of Admissions and Student Services

- Provide comprehensive administrative support to the Vice President for Admissions and Student Services and the Admissions and Student Services team as needed
- Administer data entry and communication related to applicant files, candidacy, and collaborative learning
- Support and assist with planning and hosting admissions campus visits
- Support and assist with Admissions and Candidacy events
- Assist with Wartburg Seminary “bookstore” (occasional)
- Provide administrative support and hospitality for Lifelong Learning events

On behalf of Contextual Education

- Provide comprehensive administrative support to the Director for Contextual Education for the seminary’s collaborative learning and internship programs

- Provide administrative support to the Director for Contextual Education for the Clinical Pastoral Education process and the fieldwork program
- Plan and administer the annual CPE Interview Days (usually held in October)
- Serve with and maintain materials for the Internship Task Force in the process leading to internship placements
- Administer the planning, preparation, and hosting of the annual Wartburg Internship Supervisors' Conference (usually held in April), including the preparation of the internship manuals
- Administer and plan Collaborative Learning launch and annual learning agreement meetings with all partners for each student
- Maintain and suggest updates for the WTS webpage related to Contextual Education and Collaborative Learning
- Assist with travel arrangements for internship and collaborative site visits
- Administer pulpit supply requests

Supervisory Responsibilities:

- Position is not responsible for supervision of other employees

Qualifications:

Education, Experience and Skills:

- Upbeat, friendly personality that extends welcome and hospitality to guests
- Ability to quickly learn and use database technology
- Proficiency in Microsoft Office
- Ability to work well with others; be a team player
- Excellent oral and written communication skills with attention to detail
- Self-starter with ability to think and work with little direct supervision
- Ability to multi-task and prioritize work

Work Environment:

This position has frequent interaction with faculty, students, staff and other Wartburg constituents. This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.