WESTMONT COLLEGE

Administrative Assistant
Student Life

Position Summary:
The Administrative Assistant is responsible for providing comprehensive administrative support for the Office of the Vice President & Dean of Students.

Qualifications:
Understands the mission of the college. Brings 3-5 years comparable experience with senior executive. College degree preferred. Displays proficiency in Microsoft Word and Microsoft Excel. Possesses highly developed organizational skills, attention to detail, and ability to manage multiple tasks. Exhibits a highly developed ethic of discretion and confidentiality. Demonstrates outstanding relational skills. Evidences exceptional written and verbal communication skills. Understands basic budgeting procedures.

Responsibilities:
• Develop an action plan which chronologically tracks projects and priorities over the year, in order to pace assignments and advise the Vice President & Dean of Students in subsequent years; maximize use of the chronological notebook
• Use judgment and discretion while controlling the calendar of Vice President & Dean of Students using Google Calendar
• Edit, format and/or compose agendas, minutes, reports, confidential correspondences, and other materials for a variety of audiences, including such groups as Board of Trustees, Dean’s Council, Diversity Committee, Student Life Committee, President's Advisory Council, Executive Team, parents, and students
• Provide telephone reception and greet guests, visitors and drop-ins
• Gain a working knowledge and familiarity with the functions of all departments in Student Life (Residence Life, Housing and Parking, Office of Life Planning, Health Center, Counseling Center, Campus Life Office, Intercultural Programs, Campus Pastor’s Office)
• Act as a resource to employees, faculty, staff, students, trustees, parents, civic leaders and other community members on matters relating to Student Life and the college
• Troubleshoot, delegate, research and/or resolve questions, issues, or challenges that arise
• Coordinate workload with Student Life Office Assistant
• Coordinate travel and lodging arrangements for Vice President & Dean of Students
• Maintain office and computer filing system
• Assign departmental credit card purchases to correct accounts using Vendorlink
• Process departmental payments and reimbursements using Vendorlink
• Coordinate special events in cooperation with other departments
• Hire and supervise student worker when needed
• Read, stamp, and prioritize mail for the Vice President & Dean of Students; respond and handle as appropriate
• Provide administrative assistance to Associate Dean of Students, Associate Dean for Residence Life, and Assistant Director of Residence Life, when necessary
• Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers by sharing ideas and resources willingly, constructively and positively; respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover
practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

- Expected to provide office coverage during standard 8am-5pm hours.
- Available to occasionally assist in the evening or early morning
- Other duties as assigned

**Reports to:** Vice President & Dean of Students