

WESTMONT COLLEGE

Administrative Assistant

Vice President for College Advancement and Information Technology

Position Summary: Supports the office operations of the Vice President providing comprehensive administrative support.

Qualifications: Requires BA/BS with a minimum of 3-5 years experience performing administrative duties for a senior executive. Requirements include: 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. Other requirements include: computer skills using MS Word and Excel; GoogleMail; Google Calendar and Google Docs; excellent proofreading skills; ability to maintain flexibility and organization with multiple simultaneous projects, meet deadlines, and work without close supervision required; ability to maintain effective working relationships with staff members within the context of required confidentiality.

Responsibilities:

- Make arrangements for meetings, events, travel and lodging.
- Compose, key and edit a variety of correspondence and documents such as agendas, minutes, reports, confidential correspondences, and other materials.
- Act as a resource to employees, faculty, staff, students, trustees, parents, civic leaders and other community members on matters relating to Advancement and the college.
- Troubleshoot, delegate, research and/or resolve questions, issues, or challenges that arise.
- Provide office and telephone reception.
- Establish and maintain both physical and digital file system.
- Perform departmental bookkeeping including reconciling multiple office accounts.
- Coordinate special events in cooperation with others, including President's Breakfast.
- Provide administrative support including making arrangements for meetings and events, preparing materials, and taking minutes for meetings.
- Provide support to other offices within the College Advancement division as needed.
- In all responsibilities, represent the VP in a professional and competent matter.
- Work effectively with others by: sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions.
- Other duties as assigned.

Reports to: Vice President for College Advancement and Information Technology