Assistant Director of Operations
Westmont in San Francisco

Position Summary:
The Assistant Director of Operations is a 3/4 time (30 hrs/week) 12-month administrative position responsible for overseeing and coordinating the operational/marketing sides of a Christian residential living-learning off-campus program based in San Francisco consisting of 3.5 staff members and 25 undergraduate students each semester and Mayterm/summer sessions.

Qualifications:
Requirements for this position include: a minimum of a BA/BS along with exceptionally strong organizational, administrative and facilities management skills/experiences; demonstrated abilities working effectively within a fast-paced, collaborative work environment with changing priorities; demonstrated attention to detail and follow through on commitments/responsibilities; strong verbal, written, relational and communication skills; personal support for the Christian character and mission of Westmont College and clear understanding of and ability to articulate the distinctives of a Christian Liberal Arts education. Experience working with college young adults and an understanding of urban issues/contexts preferred, but not required.

Administrative/Management Responsibilities:
- Oversee all operational/business and marketing aspects of the program; including facilities management and maintenance, program budget/finances, recruitment/marketing/public relation logistics and program, staff and guest visitor schedules.
- Help develop and maintain the support structure (disaster plan, first aid supplies, etc.) to properly care and account for students in the event of an emergency (earthquake, etc.).
- Supervise student workers and work closely with the Resident Assistant, overseeing student training, delegating specific duties/responsibilities as needed and systematizing/managing office, facility and recruitment/application procedures.
- Serve as the primary liaison with the Westmont Business and Off-Campus Programs offices; working in collaboration with each around related financial and application/enrollment matters.
- Communicate weekly expenditures to staff and campus for accurate reconciliation of bank statements.
- Ensure that the Urban Program vehicle and rooftop garden are properly maintained, delegating some of these responsibilities to student workers as needed.
- Authorize weekly A/P requests and oversees the bank account, petty cash, and student meal allowance.
- Collaborate with and report to the program director on all of the above areas; especially those related to recruitment/marketing/public relations and yearly summer conference programming.
- Assist in development of a marketing plan with the program director
- Coordinate program social media platforms (including Facebook, Twitter, Instagram) as well as regular website maintenance and updates.
- Assist in campus recruitment efforts through regular visits to Westmont and affiliate colleges along with the other program faculty and staff members.

Staff/Student Life Responsibilities:
- Participate in weekly staff meetings, community dinners and house worship times, as well as midterm and final retreats and regular program planning sessions each semester and Mayterm/summer sessions.
- Serve as mentor/“duo partner” to a portion of the students each semester; meeting for regular one-on-one times as time allows.
- Collaborate with the WSF faculty/staff in other aspects of the program according to interests, abilities, experience and availability.
Additional Responsibilities:

- Expectations for workplace demeanor include but are not limited to: being able to work collaboratively harmoniously with co-workers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping the program director and staff 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.

- Other Duties As Assigned

Reports to: The WSF Program Director

Application Procedure:
Apply at: http://webapps.westmont.edu/cgi-bin/WebObjects/employagreement.woa/wa/hr. Completed applications including cover letter and resume are due on or before May 30, 2014. Contact Brad Berky (415) 963-1844 for further information or questions.

Position open: Summer 2014 (depending on availability)