WESTMONT COLLEGE

Assistant to the Director of Public Events: 9 months per academic year
3 hours per week (very flexible schedule) with 3-4 weeks @ 40+ hours (early Dec. & May)
Office of Public Events

Position Description:
Represents the Office of Public Events to the public and within the college. Assists with the planning and implementation of public events.

Qualifications:
Requirements include: strong organizational and people skills; the ability to remain calm and positive under pressure; technical competence with MS Word, Excel, email and scheduling appointments electronically; pleasing telephone manner; servant heart; flexibility and a positive “can-do” attitude. Familiarity with Westmont desirable. Previous event planning, PR, or related work experience preferred.

Responsibilities:
- Provide clerical and project related assistance including planning, implementation, and evaluation of events directly related to the Public Events Office; Christmas decorating and parties, President’s Breakfast, Trustee events, and Commencement weekend.
- Work creatively as a team player and liaison with various campus offices involved in sponsoring events: Provost’s office, Office of Human Resources, Office of College Advancement, including Alumni and Parent Relations, Campus Pastor’s Office, Sodexo food service, etc.
- Decorate Kerrwood Hall and President’s residence during the holiday seasons.
- Interact with and represent the college to parents, supporters, vendors, the public, etc.
- Work with the President and family as requested.
- Assume duties of the Director when necessary.
- Work evenings and weekends as needed (approximately 5 times per year).
- Assume other responsibilities as directed.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers 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 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.

Reports to: Director of Public Events

Pay Range: $14.16 - $20.60 per hour