

# Westmont College

## Conferences Assistant – 20 hrs/wk, 12 mos/yr

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### Conference Center Services

**Position Summary:** Provide administrative and secretarial support for the Conference Center Services department. The Conferences Assistant is responsible for maintaining campus facilities scheduling (via the Event Management Systems) and preparing for summer conferences through a clerical position during the academic year (September through April). During the summer conference season (May through August), the Conferences Assistant position has additional and varied duties in order to best manage the needs of visiting conference directors, guests and summer student employees. This position will require some weekends and evenings throughout the summer.

**Qualifications:** The position requires a high school diploma or equivalent and 1-2 years of general office or secretarial experience. A college degree is desirable. Requirements include: excellent organizational skills coordinating logistical details of multiple large and complex projects simultaneously; strong computer skills using Microsoft Office Suite; familiarity or willingness to learn database software, campus scheduling database software (Event Management Systems), and website development software (Contribute and Dreamweaver); ability to communicate clearly and graciously with people of various ages, and cultural and professional backgrounds; excellent editing and proofreading skills and accounting skills; and the ability to work independently.

#### Responsibilities:

- Provide office and telephone reception, maintain files and database records, process mail, manage and order supplies, prepare correspondence, photocopy, arrange meetings, maintain calendars, and schedule appointments;
- Process departmental accounting including tracking expenditures and revenue, processing check requests, reimbursements, and accounts receivable;
- Maintain the campus room scheduling system and calendar, serving as liaison with other college departments in managing space, and activity arrangements, and involving director as necessary;
- Maintain and update department web pages;
- Create bulletins, flyers, brochures, and invitations;
- Assist in planning, coordinating and executing logistics for events, meetings, conferences, weddings, retreats, projects and special programming; preparing for all aspects of conferences to ensure a successful program for conference guests; corresponding with conference directors regarding schedule, facilities use, and other needs; contacting other Westmont departments in organizing equipment, meals, and other needs.
- Assist with training and supervision of student employees;
- 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;
- Some weekend and overtime work required during summer conference season;
- Perform other duties as assigned.

**Reports to:** Interim Director of Westmont Conference Center Services

**Application Procedure:** Apply online at [http://www.westmont.edu/offices/human\\_resources/](http://www.westmont.edu/offices/human_resources/)