Westmont College

Executive Assistant to the President

Office of the President

Position Summary: This position provides administrative and secretarial support for the President and the President’s spouse.

Qualifications: Requirements include: a minimum five years experience performing similar functions for a senior executive, preferably in a higher education institution; direct exposure to fund raising at an administrative level also desirable. College degree required, preferably in the liberal arts. Familiarity with, and personal support for, the particular mission and constituency of Westmont College as a liberal arts college in the evangelical Christian tradition. Excellent interpersonal, organizational, and written/oral communication skills required to effectively represent the College and the President’s Office and work with trustees, faculty, staff, students, parents, and the public. Demonstrated proficiency with Microsoft Office Suite. Ability to problem solve, maintain complete discretion and confidentiality, and to apply sensitivity and sound judgment to all situations. Facility in working with frequent interruptions, prioritizing tasks, working independently, and meeting deadlines.

Responsibilities:

- Provide telephone and office reception for the President
- Open, date, and distribute mail
- Act as the filter for all written and oral communication to and from the President’s Office
- Determine response priorities for telephone calls and written communications to the President, routing matters not requiring President’s personal attention to appropriate individuals and insuring follow up
- Maintain office calendar; coordinate schedule, appointments; arrange meetings, special events as requested
- Type, edit, format, proofread and distribute correspondence and documents; process frequent mailings
- Draft responses for the President and, whenever possible, make written and verbal response on behalf of the President in routine matters. 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, President’s Advisory Council, Executive Team
- Maintain computer files including reports, spreadsheets and databases
- Perform departmental bookkeeping including reconciling accounts
- Provide secretarial support on a variety of programs and general administrative matters, including standing and short-term committees. Maintain a comprehensive information retrieval system for the President’s Office
- Make travel arrangements for the President and spouse, and other college guests as requested
- Work with the President, President’s spouse and Director of Special Events in the planning and execution of events sponsored by the President’s Office
- Serve as a resource to employees, faculty, staff, students, trustees, parents, guests and communication contacts; intake calls and inquiries; troubleshoot, research, and communicate effectively with all appropriate parties involved; work effectively with others by sharing ideas in constructive and positive ways; listen to and objectively consider ideas/suggestions from others; keep commitments; keep others informed of work progress, timetables and issues; address problems/issues constructively to find mutually acceptable and practical solutions; address others by name in respectful manner; respect the diversity of work force in actions, words and deeds
- Act as President’s Office liaison to Office of College Advancement staff with regards to all correspondence, scheduling of events and travel
- Order flowers/gifts for illness/bereavement/births
- Perform all other duties as assigned by the President

Reports to: President