WESTMONT COLLEGE

Psychology Department Secretary – 20 hours/week, 10 months/year

Psychology Department

Position Summary: Responsible for providing front office and comprehensive administrative support for faculty members and activities of the Psychology Department and the Center for Social Neuroscience.

Qualifications: High school graduate with bachelor's degree in Psychology desirable. Requires 55 wpm accurate typing. 2-3 years secretarial experience preferred. Familiarity with psychological concepts and vocabulary helpful. Demonstrated skills in word processing, spreadsheets, data base, and web page software required (MS Office, Adobe Contribute, Google suite). Desire and ability to serve the needs of others while maintaining focus on details and deadlines. Must have ability to multi-task with accuracy and reliability, plan, organize, and complete assignments without the need for close supervision; and establish and maintain cordial relationships with staff, faculty, students, and the community. Required: Dependability; flexibility and willingness to learn new procedures and programs; tact; objectivity; excellent written and verbal communication skills, problem solving skills and the ability to make sound judgments; careful attention to detail; understanding of basic budgeting procedures; and a highly developed sense of discretion and confidentiality.

Responsibilities:
- General secretarial work including: editing, formatting, and mailing correspondence; proofreading syllabi, memos, examinations, letters, and other documents; telephone reception and greeting visitors; proctoring exams; maintaining paper and computer filing system, distributing mail, photocopying, scanning, and faxing; ordering and maintaining office supplies
- Maintains the departmental budget and financial records; processes invoices, reimbursements, and check requests
- Schedules dept. meetings and maintains faculty calendars in Google Calendar
- Supervises student employees
- Organizes departmental and Center for Social Neuroscience events (e.g. symposia, Senior Tea)
- Takes department meeting minutes and distribute in a timely manner
- Gathers information and statistics and prepare reports and other materials for various college offices
- Updates department's data base of graduates
- Updates and creates department-related web pages using Adobe Contribute
- Performs other duties as assigned.

Expectations for workplace demeanor include but are not limited to: professional demeanor, behavior, and attire; working collaboratively and harmoniously with co-workers, faculty, 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 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: Department Chair

Updated: 11.2013