WESTMONT COLLEGE

Resident - Staff Assistant
Westmont in San Francisco

Position Summary:
The Resident-Staff Assistant is a full-time, 9 1/2 month position serving the Westmont in San Francisco Program, an off-campus program of Westmont College (August 1 to May 15). The Resident-Staff Assistant lives in the program house with 20-26 undergraduate students each semester as well as works 20 hrs /wk in an administrative support role to the WSF program staff. An evening and weekend presence is required. Opportunity to extend employment between May 15 and August 1 is contingent upon summer conference program development.

Qualifications:
Requirements include: a BA/BS with at least one year of experience in a counseling role (such as a Resident Assistant) and demonstrated office/organizational skills; personal support for the Christian character and mission of the College and clear understanding of and ability to articulate the distinctive of a Christian Liberal Arts education; ability to provide community life leadership as well as logistical and administrative staff support; proficiency in Microsoft Office Suite; basic accounting skills; ability to maintain accuracy and attention to detail in a fast-paced environment with changing priorities; strong verbal, written and interpersonal communication skills; demonstrated competence in relational and cross-cultural skills; a practical understanding of the varying spiritual and developmental needs of college students. Graduate of Westmont in San Francisco Program or similar experiential learning program preferred.

Resident Life Responsibilities: (1/2)
- Facilitate a living-learning environment that challenges and supports students in ways that are appropriate to their intellectual, emotional, relational, physical, and spiritual needs and consistent with the mission and purpose of Westmont College. This includes, but is not limited to: personal contact with students, positive modeling of Christian maturity, informal counseling, coordinating educational/social programming, and assisting residents with conflict resolution.
- Actively challenge students in the area of faith development and the relationship of faith and learning within a diverse, multicultural urban context.
- Promote appropriate life choices by students and hold residents accountable to the standards in the “Living in Community” agreement. This includes adhering to “Behavioral Expectations”, making disciplinary referrals to the Director, and consulting with the Westmont Student Life Office regarding behavior problems.
- Collaborate with faculty and staff to fulfill the program’s mission within the college. This includes regular participation at weekly faculty/staff meetings, community dinner and worship times as well as the midterm and final retreats.
- Organize and lead beginning of semester orientation sessions for new students regarding: food service, cleaning, house policies, community awareness, safety, spiritual development, community and urban living, and Student Handbook awareness.
- Organize regular group activities and programming for students and meet regularly with students individually for check-in times throughout the semester.
- Be available to meet with students on evenings/weekends and available for emergency needs of the students, staff and facility.
- Assist with addressing issues of discipline related to college behavioral guidelines, in consultation with Director of the WSF Program and Associate Dean of Residence Life.
- Attend weekly Urban Studies Seminar as time allows and lead an occasional discussion group if needed.
- Attend new Resident Assistant orientation with Student Life staff on the Westmont College Santa Barbara campus in August or set up a phone meeting with Associate Dean of Residence Life prior to start of fall semester.

**Office/Staff Support Responsibilities: (1/2)**
- Provide general office support including reception, mail services, supply management, copying, faxes, service calls for equipment, and inventory.
- Process documents including correspondence, memos, academic schedules, etc.
- Provide administrative support to 3 faculty/staff members; including logistical support (site reservation, food, supplies, and transportation arrangements) for two retreats each semester.
- Attend and record minutes at weekly program meetings. Maintain a current database of internships for students. Create and maintain a database of prospective students and monitor student contacts.
- In conjunction with the Assistant Director, prepare the WSF House for students' arrival prior to each semester, and schedule cleaning throughout the semester.
- Communicate with Off-Campus Programs staff regarding student applications and registration.
- Communicate with students about food items and plan menus.
- Coordinate purchase and delivery of food each week.
- Work with campus webmaster and faculty to update the web page in the form of photographs, new internship listings, writing by students and alumni, and general information.
- Other duties as needed.

**Additional Requirements:**
Expectations for workplace demeanor include but are not limited to: working collaboratively and 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 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:** The WSF Program Director

**Application Procedure:**
Apply at: [http://www.westmont.edu/offices/human_resources/apply.html](http://www.westmont.edu/offices/human_resources/apply.html). Completed applications including cover letter and resume are due on or before March 29, 2013. Contact Brad Berky (415) 963-1844 for further information or questions. Candidate interviews anticipated for late March-early April.

**Position begins:** May 15 or August 1, 2013 (depending on availability)

Updated: 2.2013