

# WESTMONT COLLEGE

**Assistant – 20 hrs per Week, 12 Months per Year**

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## **Student Life**

### **Summary**

Provides clerical and administrative support for the Associate Dean of Students and the Associate Dean for Residence Life. Understands and supports the mission of the Student Life Department.

### **Qualifications**

Understands the mission of the college and the various departments in Student Life (Office of Life Planning, Counseling Center, Health Center, Housing & parking, Office of Campus Life, Intercultural Programs, and Residence Life). Able to manage details and prioritize multiple tasks. Exhibits excellent interpersonal and verbal skills. Demonstrates good writing skills. Possesses a highly developed sense of discretion and confidentiality. Able to work independently and as part of a team. College degree and 1-3 years assistant/secretarial experience desirable. Knowledge of Microsoft Word, Microsoft Publisher, and Excel.

### **Responsibilities**

- Troubleshoot, delegate, research and/or resolve challenges that arise.
- Act as a resource to employees, faculty, staff, students, civic leaders and other community members on matters relating to the department and the college.
- Provide administrative support for implementation of the discipline process.
- Schedule meetings for Associate Deans using Corporate Time.
- Provide administrative support for Assistant Director of Residence Life.
- Screen e-mails sent to student groups using existing criteria.
- Compose and or/ prepare agendas, minutes, reports, and other materials for various working groups including, the Board of Trustees Student Life Committee, and the Communications Board
- Support student leaders of the Horizon, Phoenix, Citadel and Spark Radio
- Provide telephone reception and greet guests, visitors and drop-ins
- Contact professors when there is a student absence.
- Maintain medical concern database and discipline records.
- Provide support for program planning, implementation, and follow-up.
- Compose, type, proofread, and edit documents, reports, and/or confidential correspondence
- Assign departmental credit card purchases to correct accounts using VENDORLINK
- Process departmental payments and reimbursements.
- Assist in maintaining and improving the office reminder system (Chronological Notebook)
- Assist the Administrative Assistant in preparing documents for various committee meetings, maintaining the office and computer filing system, and conducting research on Student Life related issues.
- Assist in the arrangement of host families for students.
- Provide assistance for Resident Assistant selection.
- Maintain office supplies, prepare bulk mailings, sort mail, file, and photocopy as necessary.
- Review and stamp posters approved for posting on campus. Questionable posters should be reviewed by one of the Deans.
- Act as resource and assist with development of student life web page.

- Assist with updating and preparing the Student Handbook, Resident Assistant Manual, and Resident Director Manual.
- Assist with Event Planning ex: Campus Christmas Tree Lighting Ceremony, DKW awards, and All Student Life Staff events
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers by sharing ideas and resources willingly, constructively and positively; 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.
- Generally works from 8am-5pm (with some flexibility for occasional evening hours)
- Other duties and projects as assigned.

**Reports to:** Associate Dean of Student Life and Associate and Assistant Dean for Residence Life