

WESTMONT COLLEGE

Assistant 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 Dean for Residence Life

Revised: 4.21.2008