WESTMONT COLLEGE

Assistant – 20 hrs per Week, 12 Months per Year

Student Life

Summary
Provides clerical and administrative support for Associate Dean of Students, Associate Dean for Residence Life, and Assistant Director of 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, Campus Pastor’s Office, Health Center, Housing, 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 and Excel.

Responsibilities
• Provide administrative support for Associate Dean of Students, Associate Dean for Residence Life, Assistant Director of Residence Life.
• Schedule meetings for Associate Deans
• Provide administrative support for student conduct process (contact, correspondence, documentation).
• Provide telephone reception and greet guests, visitors and drop-ins. Contribute to a warm and inviting office atmosphere.
• Troubleshoot and/or resolve concerns/issues, as appropriate, that are brought to the office.
• Act as a resource to employees, faculty, staff, students, civic leaders and other community members on matters relating to the department and the college.
• Assist with updating and preparing the Student Handbook, Resident Assistant Manual, and Resident Director Manual.
• Provide support for program planning, implementation, and follow-up (e.g. Campus Christmas Tree Lighting Ceremony, President’s Ball, David K. Winter Servant Leadership Awards process, and All Student Life Staff events).
• Contact professors when there is a student absence.
• Provide assistance for Resident Assistant selection.
• Conduct research on Student Life related issues.
• Screen e-mails sent to student groups using existing criteria.
• Review and stamp posters approved for posting on campus. Questionable posters should be reviewed by one of the Deans
• Type, proofread, edit, and compose emails/letters/reports
• Assist the Administrative Assistant in preparing agendas, minutes, reports, and other materials for various working groups, including the Board of Trustees Student Life Committee, the Diversity Committee, and the Communications Board.
• Serve as secretary to the Communications Board and support student leaders of the Horizon, Phoenix, and Citadel.
• Process departmental payments and reimbursements using VENDORLINK (including departmental credit card purchases).
• Assist in maintaining and improving the office reminder system (Chronological Notebook)
• Maintain/improve the office and computer filing system.
• Maintain office supplies, prepare bulk mailings, sort mail, file, and photocopy as necessary.
• 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.
• Preferred working hours are 1 pm-5pm (with some flexibility and occasional evening hours)
• Other duties and projects as assigned.

Reports to: Associate Dean of Student Life

Updated 5/12/11