

# WESTMONT COLLEGE

## **Staff Assistant Job Description**

### **San Francisco Urban Program (<http://urban.westmont.edu>)**

**Position Summary:** The Staff Assistant supports the San Francisco Urban Program, an off-campus program of Westmont College by managing the office operations of a four-person office located in San Francisco, CA.

#### **Qualifications:**

Requirements include: BA/BS with 1-2 years office experience, including accounting; intermediate technical skills with demonstrated proficiency in Microsoft Office Suite; ability to maintain accuracy and attention to detail in a fast-paced environment with changing priorities; strong verbal and written communication skills and organizational abilities; personal support for the Christian character and mission of the College and clear understanding of and ability to articulate the distinctives of a Christian Liberal Arts education; desire to grow both personally and professionally. SF Urban Alums strongly encouraged to apply.

#### **Responsibilities:**

##### ***Office***

Provides general office support including reception, mail services, supply management, copying, faxes, service calls for equipment, and inventory. Processes documents including correspondence, memos, academic schedules, etc. Communicates weekly expenditures to campus for accurate reconciliation of bank statements. Submits weekly A/P requests via Vendor Link software and oversees the bank account, petty cash, and student meal allowance. Provides administrative support to 3 faculty members. Provides logistical support (site reservation, food, supplies, and transportation arrangements) for two group retreats per semester. Attends and takes minutes at weekly faculty/staff meetings. Maintains a current database of internships for students. Ensures that the UrbanProgram vehicle is properly maintained.

##### ***In Support of the Director***

Prepares the facility for students' arrival prior to each semester, and schedules cleaning throughout the semester. Creates and maintains a database of prospective students and monitors student contacts. Communicates with Off-Campus Programs staff regarding student applications and registration. Communicates with students about food items and plans menus. Coordinates purchase and delivery of food each week. Monitors food budget and waste management. Oversees student employees for various tasks in/around House. Works 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. Helps develop and maintain the support structure (disaster plan, first aid supplies, etc.) to properly care and account for students in the event of an emergency (earthquake, etc.).

#### **Overall Characteristics:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable

individuals with disabilities to perform essential functions. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty, staff, students, 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. The ability and willingness to mentor a group of students is a plus.

**Reports to:** Director of the San Francisco Urban Program.

**Schedule:** full-time (40 hour/week) position, 11 months per year.

**Application Procedure:** Applications (available at: [http://www.westmont.edu/offices/human\\_resources/apply.html](http://www.westmont.edu/offices/human_resources/apply.html)). Completed applications including resumes are due on or before July 1, 2008 and should be submitted to Human Resources at Westmont College, 955 La Paz Road, Santa Barbara, CA 93108. Contact Dr. Scott McClelland (415) 931-2460 with questions. Candidate interviews anticipated for early July.

**Position begins:** August 4, 2008

Westmont College is a nationally ranked liberal arts college offering a personalized, Christian, undergraduate experience and a rigorous academic program. The San Francisco Urban Program is an off-campus community of up to 26 students living together and experiencing a variety of experiential educational experience through internships, integrative classes and local community impact. Westmont is an EEO employer, seeking to be diverse in people and programs consistent with its mission.