Westmont College

Administrative Assistant – Flexible Schedule: Up to 20 hours per week/12 months a year
Office of the Vice President for Administration and Planning

Position Summary: Provides comprehensive administrative and secretarial support for the Vice President for Administration and Planning.

Requirements: Understands and supports the mission of Westmont as a liberal arts college in the evangelical Christian tradition. Degree preferred. Minimum of 2 years comparable experience with senior executive preferred. Displays proficiency in Microsoft Office suite. Able to prioritize, manage and assess schedule and projects according to fluctuating needs. Possesses highly developed organizational and problem solving skills, facility with detail, and ability to manage multiple tasks concurrently with frequent interruptions. Exhibits the highest sense of discretion and confidentiality, and applies sensitivity and sound judgment to all situations. Exceptional interpersonal, written, and oral communication skills to effectively work alongside faculty and staff, and represent the college to trustees, students, parents, the local community, and other guests.

Responsibilities:
- Provide telephone and office reception; process incoming mail
- Maintain office calendar; coordinate schedule and appointments; arrange meetings and special events as requested
- Type, edit, format, proofread and distribute correspondence and documents, compose correspondence as requested; process frequent mailings
- Design, or assist in design, of printed materials
- Maintain office and computer filing system
- Process check requests and maintain budget records
- Coordinate travel arrangements
- Provide comprehensive oversight to printed materials and logistical arrangements for President’s Council (monthly); Westmont Institute (10-week sessions three times a year), staff forums (6 times/year); Board of Trustee meetings (3 times/year) and bi-annual retreat; maintain Trustee address and pictorial directory
- Arrange annual Executive Team retreat
- Coordinate materials and process mailings as requested
- Assist Administration Division directors with duties as assigned
- Facilitate communication with faculty & staff
- Serve as a resource to employees, faculty, staff, students, trustees, parents, guests and community contacts; troubleshoot, research, and communicate effectively with all appropriate parties involved; work effectively with others by sharing ideas in constructive and positive ways; listen to and objectively consider ideas/suggestions from others; keep commitments; keep others informed of work progress, timetables and issues; address problems/issues constructively to find mutually acceptable and practical solutions; address others by name in respectful manner; respect the diversity of work force in actions, words and deeds
- Perform all other duties as assigned by the Vice President for Administration and Planning

Reports to: Vice President for Administration and Planning

09/12