Assistant to the Dean of Admission & Advisor to International Students
Office of Admission

Position Summary: Responsible for clerical and administrative support to the Dean of Admission including assisting with supervision of support staff personnel and front reception area support. Represents Westmont in all matters relating to international students, Department of Homeland Security and other government agencies.

Qualifications: Requirements include: high school graduate or equivalent, bachelor’s degree preferred; 3-5 years administrative support experience; computer skills with Word, Excel, and Enterprise Resource System; ability to handle a multitude of tasks simultaneously and to work independently; possess creative ability to write well and edit correspondence; enjoy working with a variety of people including students, parents, and administrative personnel; possess keen knowledge of Student and Exchange Visitor Information System (SEVIS) and ability to work with Federal offices such as the Department of State, and Department of Homeland Security (formerly the INS); prior experience working with immigration issues highly preferred.

Responsibilities:
- Coordinates administrative and secretarial support to dean including calendar and travel management.
- Assists in communication flow with writing and editing of correspondence.
- Designated school officer for Westmont to SEVIS for F-1 (non-immigrant students) program.
- Responsible for complying with all Department of Homeland Security regulations relating to non-immigrant F-1 students and school eligibility.
- Corresponds with international student inquiries and evaluates international student applicant files.
- Supervises department international and missionary student interns (2-3) assigning tasks predetermined by dean.
- Track and report quarterly Cal-SOAP expenses.
- Primary contact for Tuition Exchange and Council for Christian Colleges and Universities tuition waiver program. Monitors and maintains records and reports for both programs. Interacts with students and families to articulate programs.
- Provides reception and phone backup for the office when necessary.
- Articulates Westmont distinctives and admission requirements to various constituencies as required.
- Responsible for check requests and department accounting including expense reports and credit cards and assists dean with tracking of departmental budget.
- Works with printers and mail houses requesting estimates/quotes, coordinates delivery and provides breakdown of mailing costs for each mailing project, and tracks vendor contracts.
- Assists with management of office inventory.
- Coordinates department sponsored events (College Board Workshop and Pre-Orientation).
- Processes and distributes departmental mail.
- Assists international students with employment, practical training, taxes and other concerns as they arise.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers 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 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.
- Other duties as needed.

Reports to: Dean of Admissions