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, and Assistant Director of Residence Life.
- 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).
- Assist the Associate Dean of Students in preparing agendas, minutes, and other materials for 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) and process Horizon payments through AXIA.
- 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.
- Provide assistance for Resident Assistant selection and training.
- Conduct research on Student Life related issues.
- 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.
- 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.
- 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, 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.
- Preferred working hours are 1 pm-5pm (with some flexibility and occasional evening hours).
• Demonstrate willingness for additional tasks and responsibilities as needed, understanding that employees may be asked at times to assist other offices or departments.

Reports to: Associate Dean of Students

Updated 5/28/15