

Westmont College

Temporary Assistant- 20 hr/wk, August 6 through October 31 **Global Education**

Position Summary: Provides administrative support for all office functions including reception, telephones, calendar and support the Assistant Director with the administration of all programs, including Westmont-operated semester and Mayterm programs and approved affiliate semester programs.

Qualifications:

Requires a Bachelor's Degree; study-abroad experience during college preferred; a minimum of one year of similar work experience, preferably in higher education; and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Also requires: strong administrative, organizational, and office skills; excellent written and verbal communication skills; ability to take notes, edit and proofread documents. Other requirements include: advanced computer skills including the knowledge of MS Office Suite and Adobe Acrobat and Photoshop; ability to maintain discretion and confidentiality; excellent problem-solving skills; ability to work independently to complete tasks accurately and in a timely manner with close attention to detail.

Responsibilities:

1. Provides administrative support, such as drafting correspondence/reports, arranging meetings and maintaining calendar; answering calls; processing confidential documents, mailings & all financial transactions; updating Global Education website; maintaining information retrieval system to ensure timely follow up; using discretion and judgment in prioritizing tasks and requests.
2. Creates and maintains all student files (physical and electronic) throughout application process, confirmation, and re-entry and communicates with student on completion of same.
3. Publicizes Global Education opportunities and events to the Westmont community, including coordinating visits of third-party program representatives to campus.
4. Prepares materials for semi-annual student orientation sessions, including all documents, logistics, scheduling, etc.
5. Assists with logistics and implementation of re-entry events.
6. Monitors student and faculty *per diem* accounts and associated documentation for the Business Office.
7. Prepares student and faculty ISIC cards, and maintains documentation.
8. Serves as support staff for the Off-Campus Programs Committee, including preparing minutes, and creating materials.
9. 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.
10. Other duties as assigned by the Assistant Director of Global Education.

Reports to: Global Education Administrator

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