

WESTMONT COLLEGE

PT Assistant and LiveText Coordinator - 10 hours/week, August 2018-May 2019

Office of the Provost/Office of Educational Effectiveness

Position Summary: Provides support to the Dean of Curriculum and Educational Effectiveness

Qualifications: Requires a minimum 1 year of similar work experience, preferably in higher education; Bachelor's degree, strong administrative, organizational, and office management skills; excellent written and verbal communication skills; ability to take notes, edit and proofread documents; advanced computer skills including the knowledge of MS Office (Word, Excel, PowerPoint, Outlook, and Publisher) and Adobe Acrobat and Photoshop); ability to learn the assessment management system LiveText; ability to maintain discretion and confidentiality in day-to-day activities; excellent problem solving skills; ability to work independently; ability to perform tasks accurately and in a timely manner with close attention to detail; ability to work collaboratively with staff, faculty and students.

Responsibilities:

- Support and coordinate the institutional LiveText activities including basic troubleshooting and training for faculty and staff utilizing LiveText for their assessment and committee work.
- Pay Vendorlink invoices as needed.
- Maintain the Educational Effectiveness website.
- Develop written instructions for LiveText processes for faculty and students.
- Copy, scan, print, and package materials as required.
- Provide support for the Program Review and General Education committees including scheduling meetings, reserving facilities, taking minutes and preparing documents.
- Perform data entry, conduct initial data analysis; develop charts, graphs, and other visuals for internal and external reports; and assist with report preparation for internal and external needs, including documents required by WASC and/or other external agencies.
- Conduct internet research.
- Check posted course syllabi and report any issues in this area.
- Locate, print and organize course syllabi for ongoing course syllabus review evaluation; provide support for departmental administrative assistants with syllabi posting.
- Assist with the preparation of materials for assessment-related presentations and publications.
- Handle logistics for those participating in WSCUC sponsored conferences, workshops, retreats and other assessment-related activities.
- Schedule and organize assessment-related events such as assessment scoring sessions and workshops.
- 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 assigned.

Reports to: Dean of Curriculum and Educational Effectiveness

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