

# Westmont College

## Assistant for the Gaede Institute - 20 hrs/wk, 12 mos/year

### Gaede Institute for the Liberal Arts

**Position Summary:** Provide administrative support, sharing in planning and executing all programs. This position is partially grant-funded through December 2023 with the expectation that it will be college-funded thereafter.

**Qualifications:** Requirements include: a bachelor's degree, preferably in a liberal arts related field or from a liberal arts institution; strong understanding of liberal arts education; 1-2 years of administrative experience; some experience working with youth is also preferred. Also requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; outstanding organizational skills, ability to coordinate logistical details of multiple complex projects simultaneously; outstanding communication skills, including interpersonal communication, public speaking, editing, and writing; ability to create and sustain relationships with other departments and with outside organizations; strong computer skills using Microsoft Office suite and willingness to learn new technologies as necessary (e.g., Salesforce, desktop publishing, and website development software); ability to interact effectively and graciously with diverse constituencies; and the ability to work without close supervision.

#### **Responsibilities:**

- Create a welcoming office environment for visitors;
- With the director and associate directors, assist with planning Gaede Institute programs and events, providing leadership in managing logistics for these programs and events;
- Coordinate logistics for programs and events, including, including: space reservations on and off campus, catering and supply orders from vendors, transportation arrangements, and publicity materials;
- Manage mail and calendaring tasks, including: preparing mass email and postal mailings, sending postal mail to off-campus and on-campus recipients, processing incoming mail, and scheduling internal and external meetings;
- Manage financial tasks, including: tracking Gaede Institute revenue and spending, processing check requests and journal entries, and preparing financial reports for grant-funded initiatives;
- Develop and maintain the Gaede Institute's data management systems;
- Track progress on planning and execution of Gaede Institute programs;
- Field inquiries from the public regarding programs and events;
- Oversee the registration process for the Conversation on the Liberal Arts and correspond with registered participants;
- Manage the participant application process for the Trailhead and Frontiers programs including pre-arrival communication with participants;
- Represent the Gaede Institute at recruiting events for the Trailhead program;
- Represent the Gaede Institute at on-campus events, occasionally on weekends and evenings;
- Schedule off-campus service for the Liberal Arts Ambassadors program;
- Oversee tasks assigned to work-study students;
- Maintain the Gaede Institute, Trailhead, and Frontiers websites;
- 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.

- Perform other duties as assigned.

**Reports to:** Associate Director, Gaede Institute for the Liberal Arts      7.19