

# WESTMONT COLLEGE

**Assistant (30 hours per week, 10 months a year)**

**Biology Department**

---

## **Qualifications:**

Requirements include: HS graduate/equivalent with some post high school education or college experience highly desirable; 2-3 years' administrative support experience; demonstrated skills in technical word processing and spreadsheets (MS Word & Excel); some scientific literacy and aptitude helpful; good interpersonal skills required for communication with students, faculty and staff.

Position requires: dependability, organizational skills, attention to detail, initiative, and ability to work independently with minimal supervision; flexibility and willingness to learn new procedures and computer applications a must; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

## **Responsibilities:**

- Performs general administrative support duties including: typing of syllabi, memos, examinations, composing correspondence, filing, mail distribution, copying, and faxing.
- Provides office and telephone reception.
- Schedules appointments and maintains faculty calendars.
- Hires and supervises student employees.
- Maintains the departmental budget & financial records; purchases lab supplies, processes invoices.
- Keeps track of orders placed by Lab Coordinator, and goods received.
- Maintains office supplies.
- Supports the work of faculty members by entering grades, proctoring exams, ordering materials, copying handouts, arranging travel, etc.
- Organizes and maintains data on current students, alumni, interns, library holdings, etc.
- Assists in data gathering and archival work involving the Departmental Program Review and Assessment.
- Administers department journal subscriptions including ordering, maintaining and cataloguing. Procure and maintain textbooks
- Organizes special events and helps plan departmental calendar. Supports the work of faculty members by grading exams, copying handouts, recording grades, etc. Assists with library research.
- Works effectively with others by: sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name in a respectful manner; and respecting the diversity of our work force in actions, words and deeds. Westmont seeks employees who are excited about contributing to a diverse community of learners.
- Other duties as assigned.

**Reports to:** Department Chair

11.19