

## **Westmont College**

### **Assistant – PT, 20 hr/wk. 12 months per year** **Martin Institute**

**Position Summary:** Provide support for the Martin Institute for Christianity and Culture including general accounting, maintaining the facilities for use and assisting with events.

#### **Qualifications:**

Requirements include: a high school diploma or equivalent and 1-2 years of general administrative/clerical experience. College degree is desirable. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations required. Other requirements include: excellent organizational skills, ability to coordinate details; strong computer skills using Microsoft Office Suite; familiarity or willingness to learn database, design, campus scheduling and website development software; excellent editing and proofreading, and the ability to work well independently and as part of a team. Must be available to work occasional evenings and weekends.

#### **Responsibilities:**

- Provide office and telephone reception, maintain files and database, process mail, order supplies, prepare correspondence, scan/copy documents, arrange meetings, maintain calendar, and schedule appointments
- Utilize Vendorlink to track expenses and revenue, process requests, reimbursements, and accounts receivable
- Schedule events using Google calendar software and utilize Microsoft Office Suite for other tasks
- Develop and maintain content and minor design for web sites
- Assist with logistics for events and conferences including designing fliers, brochures, and invitations
- Assist with coordinating the work of student employees
- Researches, proposes, and implements policies and programs related to best practices
- 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 the 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. Westmont expects employees to demonstrate flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration
- Other duties as assigned

**Reports to:** Associate Director, Martin Institute for Christianity and Culture