

# WESTMONT COLLEGE

## Assistant Director for Operations and Marketing

### Westmont in San Francisco

#### Position Summary:

The Assistant Director of the Westmont Campus in San Francisco is an administrative position responsible for the management and administration of a Christian residential living-learning off campus program. The campus, housed in the historic Thomas Jefferson Clunie House north of the Golden Gate Park panhandle in San Francisco, is being developed into an institute with a strong curricular focus in poverty and development studies. Its programming currently involves 3.5 staff members and 24 undergraduate students each semester, and in the future is likely to also involve significant post-baccalaureate programming during the summer season that is consistent with the poverty and development studies focus of the new institute.

#### Qualifications:

Requirements include: a minimum of a BA/BS along with exceptionally strong organizational, administrative and facilities management skills/experience; demonstrated abilities working effectively within a collaborative, entrepreneurial work environment with changing priorities; demonstrated attention to detail and follow-through on commitments/responsibilities; strong verbal, written, relational and communication skills; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations, clear understanding of, and ability to articulate, the distinctives of both a Christian Liberal Arts education and an institute with a focus in poverty and development studies. Experience working with college students and/or work in an international or domestic faith-based organization with a poverty and development focus is strongly desired, but not required.

#### Administrative/Management Responsibilities:

- Oversee all business and **operational** aspects of the program, including managing program budget and finances.
- Collaborate with the Program Director and take the lead logistical role in marketing, recruiting, and promotion of the different programs run by the campus, including partnerships with other colleges and universities in the creation of the institute.
- Take a lead role in social media exposure and outreach, including overseeing web site development and maintenance.
- Oversee facilities use at the Clunie House, and its management, and maintenance.
- Coordinate staff and guest visitor schedules.
- Work closely with the Residential Coordinator to oversee student training, delegate specific duties/responsibilities as needed and systematize/manage office, facility and recruitment/application procedures.
- Serve as the primary liaison with the Westmont Business and Off-Campus Programs offices; working in collaboration with each around related financial and application/enrollment matters, including regular visits to the main Westmont campus in Santa Barbara.
- Communicate weekly expenditures to staff and campus for accurate reconciliation of bank statements.
- Submit and authorize weekly A/P requests and oversee the bank account, petty cash, and student meal allowance.
- Ensure that the rooftop garden is properly maintained, delegating some of these responsibilities to student employees as needed.
- Help develop and maintain the support structure (disaster readiness, first aid supplies, etc.) to properly care and account for students in the event of an emergency (earthquake, etc.).

#### Staff/Student Life Responsibilities:

- Participate in weekly staff meetings, community dinners and house worship times, as well as midterm and final retreats and regular program planning sessions each semester and Mayterm/summer sessions.
- Collaborate with the WSF faculty/staff in other aspects of the program according to interests, abilities, experience and availability.

**Additional Responsibilities:**

- Expectations for workplace demeanor include but are not limited to: being able to work collaboratively harmoniously with co-workers 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 program director and staff informed about work progress; maintaining and contributing to an entrepreneurial and creative culture within the program and institute, 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.

This is a full time 12-month position.

**Reports to:** The WSF Program Director

Application Procedure: Apply at: [http://www.westmont.edu/\\_offices/human\\_resources/#Online-Employment-Application.html](http://www.westmont.edu/_offices/human_resources/#Online-Employment-Application.html).

Completed applications including cover letter and resume will be reviewed starting July 1st, 2019. Contact Eileen McQuade (805-565-6117; [mcquade@westmont.edu](mailto:mcquade@westmont.edu)) for further information or questions. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Position available: August 1st, 2019