



WESTMONT

Executive Assistant to the Vice President and International Student Services Coordinator (Full-Time)

Student Life

Position Summary:

Provides comprehensive executive level administrative assistance to the Student Life Office and support to the Vice President for Student Life. As International Student Services Coordinator, works collaboratively with multiple offices and staff to support and enrich the experience of international students.

Qualifications:

Requirements include the following:

- Understands and support the mission of the college, including personal affirmation of the Christian mission of Westmont and the Community Life Statement and adherence to its behavioral expectations.
- Requires a minimum of 3-5 years of similar work experience, along with a Bachelor's Degree.
- Possesses strong administrative, organizational, and office management skills.
- Evidences exceptional written and verbal communication skills; ability to edit and proofread documents.
- Demonstrates strong interpersonal skills to relate effectively to students, faculty, staff and the public with grace, professionalism and efficiency.
- Evidences strong technology skills and proficiency in Microsoft Office Suite, Apple programs, and willingness to utilize other software programs.
- Possesses highly developed organizational skills, attention to detail and accuracy, and ability to manage multiple tasks in a timely manner.
- Exhibits a highly developed ethic of discretion and confidentiality.
- Takes initiative, makes decisions and to exercises problem-solving without close supervision.
- Understands general budgeting concepts.
- Seeks to become expert in government rules/regulations as they pertain to international student visas.

Responsibilities:

Supporting Vice President for Student Life (50%)

1. Compose, edit, and format agendas, minutes, reports, confidential correspondences, newsletters and other materials for a variety of audiences, including such groups as Board of Trustees, Student Life VP Council, Student Life Committee, Executive Team, parents, students, faculty and staff.
2. Exercise judgment and discretion to schedule meetings and coordinate the calendar of Vice President for Student Life.
3. Assist in planning All Student Life Staff meetings and events.
4. Develop an action plan that chronologically tracks projects and priorities over the year, in order to pace assignments and advise the Vice President for Student Life in subsequent years.
5. Create presentations using available software (e.g. PowerPoint).
6. Coordinate travel and lodging arrangements for Vice President for Student Life.
7. Read and prioritize mail for the Vice President for Student Life; respond and handle as appropriate.

Supporting/Representing Student Life Office (20%)

1. Gain a working knowledge and familiarity with the functions of all departments in Student Life (Residence Life, Housing and Parking, Career Development and Calling, Health Center, Counseling Center, Campus Life Office, Intercultural Programs, Campus Pastor's Office).
2. Work closely with the VP for Student Life to oversee Student Life budgets and work within budget to coordinate and oversee special events in cooperation with other departments (ex. Campus Christmas Tree Lighting, Beebe Christmas Dinner, Senior Commencement Awards, All Student Life Staff events, etc.).
3. Coordinate with VP for Student Life and Dean of Students to update and revise and update the Student Life Policies and Procedures website.
4. Update and manage Student Life, Student Care, and International Student websites.
5. Perform conduct checks and confirm student life standing for students applying to study abroad.
6. Serve as a resource to employees, faculty, staff, students, trustees, parents, civic leaders and other community members on matters relating to Student Life and the college.
7. Coordinate campus visits during the recruitment process of open positions that report to the Vice President for Student Life.
8. Provide administrative assistance to Dean of Students, Director of Residence Life, and Assistant Director of Residence Life, when necessary, including transcribing and gathering documentation for Title IX cases and confidential personnel and student situations.

Supporting International Students (20%)

Advise

1. Advise international students on federal regulations and College policies related to their non-immigrant visa status (F-1) and assist them in maintaining their legal non-immigrant status, including CPT and OPT.
2. Serve as a Designated School Official, updating and maintain important SEVIS records, and issuing appropriate immigration documents students with F-1 visa status. Issue I-20 and other important documents.
3. Assist with issues related to cultural differences and general orientation to life in the United States (finances, transportation, holidays, etc.).
4. Build supportive relationships with international students that will assist in their transition to college in the US.
5. Represent the College at regional and national workshops/conferences as funding is available.
6. Review and help maintain web content and other international student materials.

Programming Support

7. Work closely with Admissions and Intercultural programs on programs as requested; assist in planning the international student orientation program.
8. Plan programming support, including but not limited to, periodic lunches, special events and dinners with support from interested faculty, staff and the Global and International Student Association (GISA).

Office Management (10%)

1. Provide telephone reception and greet guests, visitors and drop-ins.
2. Screen e-mails sent to student groups using existing criteria.
3. Collect vacation and sick data from Student Life staff each month.
4. Exercise independence to troubleshoot, research and/or resolve questions or issues, and consult with Vice-President for Student Life, as needed.
5. Coordinate workload with Student Life Office Assistant, as needed.
6. Order office supplies.

Other Duties/Expectations

1. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers by sharing ideas and resources willingly, constructively and positively; 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.
2. Expected to provide office coverage during standard 8am-5pm hours.
3. Available to occasionally assist in the evening or early morning.
4. Other duties as assigned.

Reports to: Vice President for Student Life