

Westmont College

Assistant for the Gaede Institute - 40 hrs/wk, 12 mos/year

Gaede Institute for the Liberal Arts

Position Summary: Provide administrative support, sharing in planning and executing all programs.

Qualifications: Requirements include: personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; 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; 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; ability to work effectively with diverse constituencies; ability to work independently and to complete tasks in a timely manner with excellent attention to detail; strong computer skills including knowledge of MS Office (Word, Excel, Powerpoint) and Adobe Acrobat; willingness to learn new technologies as necessary (e.g., Salesforce, Marketing Cloud, desktop publishing, photo editing, and website development software); experience serving in a congregational ministry setting and/or with youth is preferred.

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, including: space reservations on and off campus, catering and supply orders from vendors, transportation and accommodation arrangements, and publicity materials;
- Manage postal mail, email, 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;
- Maintain Gaede Institute data in Salesforce and Marketing Cloud platforms;
- 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 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;
- Provide occasional administrative support for the Thriving Communities initiative (a partnership between the Gaede Institute and the Campus Pastor's Office);
- Perform other duties as assigned;

- 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.

Reports to: Associate Director, Gaede Institute for the Liberal Arts 4.22