



# WESTMONT

## **Campus Life Coordinator (Full Time, 40 hours/wk; 12 months)**

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### **Campus Life**

#### **Summary:**

Coordinates and plans key events, programs, and provides administrative services for the Campus Life and Intercultural Programs Offices.

#### **Qualifications:**

Position requires a BA/BS degree and at least one year of experience working with students in higher education. Other requirements include: personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; understands and supports the mission of the college as well as the Campus Life (CL) and Intercultural Programs (ICP) Offices; ability to manage details and prioritize multiple tasks for active departments; exhibits excellent written, interpersonal and verbal communication skills and can relate well with students, parents, faculty, staff, and public; evidences organizational skills and ability to work independently with minimal supervision; possesses a highly developed sense of discretion and confidentiality. Intermediate skills utilizing MS Office Suite is required and experience working with websites and digital media is desired.

#### **Responsibilities:**

- Serve as Advisor to Spring Sing. Meet with Spring Sing Committee regularly to provide support and accountability; to mitigate against potential liability and to keep the program aligned with the College's mission.
- Assist with event and program planning, e.g. Leadership Lunches, Student Leader Kickoff, Training and Retreat, Year-End Celebration, and other ICP and CL programs.
- Assists with coordination, planning and implementation of elements of New Student Orientation, Pre-Orientation Adventure trips, and the New Student Retreat.
- Helps plan and coordinate key Intercultural Programs Events such as Culture Week and the Women's DiversiTea.
- Provide support for ministry and outreach program planning, implementation and follow up (e.g. coordinating travel, entering donations, reserving vehicles, organizing logistics for partner weekend, Vendorlink, etc.) .
- Assist and support directors of CL and ICP Offices with special projects.
- Serve as the communications board assistant scheduling meetings, updating processing payments, taking meeting minutes and other related tasks.
- Communicate regularly with student leaders about upcoming events and deadlines including Leadership Lunches and monthly reports.
- Provide clerical support such as reception, hospitality, correspondence, phones, mailings, website and portal maintenance, photocopying, and calendaring for CL and ICP Offices. Process invoices/purchase orders, track account and budget status and order office supplies.
- Assist student groups with understanding and adhering to campus advertising guidelines and enforce campus posting policy including reviewing and approving student postings and slides.
- Review and approve all student email newsletters.
- Act as a resource to employees, faculty, staff, students, and community members on matters relating to the Campus Life, Intercultural Programs, and the college.

#### **General**

- Expectations for workplace demeanor include but are not limited to: working collaboratively and 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 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

- Other duties as assigned

**Reports to:** Dean of Student Engagement and Director of Intercultural Programs

**Anticipated Hiring Pay Range:** \$18.00 - \$23.03 per hour\*

*\* The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*