Executive Director of Westmont Downtown and Assistant to the President for Global Education, Innovation and New Program Development  
President’s Office

Summary: Oversees Westmont Downtown and Global Studies programs, and supports initiatives on innovation, leadership, and mission alignment efforts.

Requirements: Ph.D. or equivalent academic preparation is required. Also requires minimum of 10 year’s executive level experience and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Must have the ability to manage others, build relationships, mentor others, and create and manage programming. Also requires thorough understanding of project/program management methods, outstanding leadership and organizational skills, developed communication skills and effective problem-solving ability.

Responsibilities:

• Oversee the Westmont Downtown program and staff.
• As directed, work with individuals, departments and existing centers and institutes to foster innovation.
• Working in concert with the President and appropriate academic and student life leaders provide oversight and on-going development of the Global Studies program.
• Work with the President and other bodies as appropriate in the coordination and alignment of the Centers and Institutes with the overall mission of the college.
• Work with individuals and departments to ensure alignment with college’s Christian mission.
• Co-Direct the Westmont Institute with the President focused on staff introduction to College history, mission and culture.
• Mentor emerging leaders within the College community including helping to plan and execute leadership development opportunities.
• Help plan and execute appropriate conferences on the five planks of our mission statement as well as a conference on our religious identity as a part of the “Worldwide Protestant Evangelical tradition.”
• Teach a first-year seminar every year or every other year as appropriate, as determined in conversation with the President and Provost.
• May teach a course in area(s) of academic preparation, as needed and if appropriate.
• 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.
• Other duties as assigned.

Reports to: President

7.2021