

WESTMONT COLLEGE

Executive Assistant to the Vice President for College Advancement/CIO Office of College Advancement

Position Summary:

Under broad supervision and direction, provides executive administrative support for the Vice President for College Advancement and CIO.

Qualifications:

Requirements include: Bachelor's degree and minimum of five years of similar level work experience supporting an executive, preferably in higher education; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; strong secretarial, administrative, organizational, and office management skills; excellent written and verbal communication skills; ability to draft, edit and proofread documents; ability to relate positively to students, faculty, staff and the public with grace, professionalism and efficiency; advanced technical skills (MS Office Suite, web page software, Salesforce CRM and desktop publishing); proficiency in maintaining efficient and accurate records and filing systems; ability to maintain discretion and confidentiality in all activities; ability to manage projects, take initiative, make decisions and to proactively solve problems using good judgment and without close supervision; ability to perform tasks accurately and in a timely manner with close attention to detail.

Responsibilities:

- Manages the schedule of the Vice President as well as coordinates the team meetings for Advancement and IT staff including twice yearly off-site meetings.
- Schedules in-person and virtual meetings using various tools e.g., GoToMeeting, Google Hangouts and conference calls, and organizes refreshments when needed.
- Organizes, prioritize and coordinates multiple projects with the ability to meet deadlines.
- Draft, types and distributes correspondence, reports, and other documents assuring the accuracy of finished work. Processes requests for reimbursement, payment and journal entries. Maintains complete and accurate records (minutes, correspondence, reports, and filing systems.) Enters and maintains donor data into Salesforce software.
- Assists in the creation and editing of reports for the President, Trustees, Strategic Planning and other senior reports. Prepares materials for the Board of Trustees reports as well as for the Development Committee.
- Facilitates the hosting of alumni, donors and partners to the college.
- Greets visitors to the Office of College Advancement as well as the IT office.
- Coordinates visits for guests (travel and lodging arrangements and itineraries).
- Communicates clearly and effectively with senior leaders, donors and external partners.
- Works with the Director of Public Events to help coordinate receptions, luncheons, dinners and other special events for the Vice President.
- Creates and organizes a tickler system for reminders, deadlines and other important dates.
- Makes travel arrangements for the Vice President.
- 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 others ideas and perspectives; 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: Vice President for College Advancement/CIO

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