

## WESTMONT COLLEGE

### Assistant (36 hours/week, 10 months/year)

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#### Deane Hall

**Position Summary:** Provide reception, secretarial and administrative support for faculty members in the Communication Studies and Economics & Business Departments.

**Qualifications:** Requirements include: college experience or degree preferred; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; and developed office skills including previous administrative support experience. Excellent communication skills required for relating well with students, parents, faculty, staff, and the public; intermediate proficiency with Office Suite: Microsoft Word, Excel, and PowerPoint. Must have the ability to handle a variety of requests from professors with diverse personalities and needs and be able to work with minimal supervision. Other requirements include: dependability, organizational skills, ability to prioritize and multi-task. Flexibility and willingness to learn new procedures, programs, and applications is essential. Familiarity with academic vocabulary and methodology is helpful. Must possess a highly developed sense of discretion and confidentiality in dealing with students, faculty and staff and ability to maintain a friendly but professional office environment.

#### Responsibilities:

- Provide secretarial and administrative support to professors in two departments, including but not limited to: scheduling appointments; processing departmental mail; filing; faxing; scanning; proctoring exams; correcting objective portion of exams; entering grades; updating course information on Canvas; posting office hours and uploading syllabi; updating faculty and departmental web pages as needed; and providing research support for faculty.
- Maintain and purchase office, building, and departmental supplies.
- Process departmental invoices, check requests, purchase orders, and textbook orders.
- Design and create flyers, newsletters, and other communications. Desktop publishing helpful (Publisher, Creative Suites, or other application) or willingness to learn.
- Provide telephone and office reception. Employ excellent reception skills and proficiency in office procedures.
- Establish and maintain records and files, and help prepare reports. Maintain accurate alumni records.
- Assist in the creation and maintenance of departmental web pages, maintain current assessment files, and assist in gathering data for assessment reports.
- Assist in organizing and implementing logistics for events (ex: Speaker Series, Executive Mentorship Luncheons; senior breakfasts, Honor Society ceremonies, parents' reception, departmental chapels, and deliberative sessions).
- Hire, supervise, and process all documentation for student employees.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with 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. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

- Must work well with and coordinate with upstairs Deane Hall secretary (help with/coordinate work load, vacation times, etc.)
- Other duties as assigned by Department Chairpersons.

**Reports to:** Department Chairpersons in Communication Studies and Economics & Business