

WESTMONT COLLEGE

Executive Assistant to the President

Office of the President

Position Summary: This position provides administrative and secretarial support for the President and the President's spouse.

Qualifications: Requirements include: a minimum five years' experience performing similar functions for a senior executive, preferably in a higher education institution; direct exposure to fundraising at an administrative level also desirable. College degree required, preferably in the liberal arts. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Familiarity with the particular mission and constituency of Westmont College as a liberal arts college in the evangelical Christian tradition. Excellent interpersonal, organizational, and written/oral communication skills required. Ability to establish and maintain rapport to effectively represent the College and the President's Office and work with trustees, faculty, staff, students, parents, and the public. Advanced proficiency with Microsoft Office Suite. Meticulous attention to detail and accuracy and ability to proofread. Ability to maintain complete discretion and confidentiality, and to apply sensitivity and sound judgment to all situations. Demonstrated sound critical thinking and strong problem solving skills required. Facility in working with frequent interruptions, prioritizing tasks and meeting deadlines. Demonstrated ability to multitask and manage multiple initiatives simultaneously and to work independently. Ability to work well under pressure.

Responsibilities:

- Create a warm and inviting office atmosphere; provide telephone and office reception for the President and greet guests, visitors and drop-ins.
- Complete a broad variety of administrative tasks for the President including managing an active calendar, organizing meetings and events, travels, and agendas, take meeting minutes.
- Plan, coordinate and implement logistics for all Board of Trustees meetings, special meetings and retreats including coordinating facility reservations, room set-up, media services, food service, conference or phone needs; coordinate preparation of agenda, Board packet materials and presentation materials with the President and appropriate leaders.
- Prioritize conflicting needs, handle matters expeditiously, proactively with utmost discretion.
- Compose, proofread, edit and distribute correspondence and documents; process frequent mailings; act as the filter for all written and oral communication to and from the President's Office.
- Manage a variety of special, high impact projects for the President, and for the Board of Trustees, often with deadline pressures; follow-through on projects to successful completion.
- Accurately and confidentially create and maintain all files related to the department.
- Perform departmental bookkeeping including reconciling accounts; process check requests.
- Provide secretarial support on a variety of programs and general administrative matters, including standing and short-term committees.
- Work with the President, President's spouse and Director of Public & Special Events in the planning and execution of events sponsored by the President's Office. Act as the point person for President's guests at each event.
- Coordinate and process various contracts related to fundraising activities such as President's Breakfast, Mosher Lecture Series, and Lead Where You Stand Conference.
- Serve as President's office website content manager with editing permission.

- Serve as a resource to trustees, faculty, staff, students, parents, guests, and communication contacts; intake calls and inquiries.
- Troubleshoot, research, and communicate effectively with all appropriate parties involved.
- Collaborate cross-departmentally including the Office of College Advancement staff with regards to all correspondence, scheduling of events and travel.
- Order flowers/gifts for illness/bereavement/births.
- 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. 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.
- Perform all other duties as assigned by the President.

Reports to: President

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