

## WESTMONT COLLEGE

**Assistant – 30 hours/week, 10 months per year**  
**Mathematics, Computer Science, Data Analytics, Physics**

**Position Summary:** Provide reception and secretarial support for faculty in the Mathematics and Computer Science Department and the Physics Department.

### **Qualifications:**

Requirements include: high school graduate/equivalent with some post high school education or college experience highly desirable; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; 2-3 years' administrative support experience; demonstrated skills in technical word processing and spreadsheets required (MS Word & Excel); mathematical and scientific literacy and aptitude helpful; good interpersonal skills required for communication with students, faculty and staff. Position also requires: dependability, organizational skills, attention to detail, initiative, and ability to work independently with minimal supervision; flexibility and willingness to learn new procedures and computer applications a must.

### **Responsibilities:**

- Performs administrative support duties including: preparing syllabi, memos, examinations, composing correspondence, filing, mail distribution, copying, and faxing.
- Provides office and telephone reception.
- Schedules appointments and maintains faculty calendars; posts faculty schedules.
- Hires and supervises student employees; oversees student work and timecards.
- Maintains the departmental budget & financial records; processes invoices.
- Maintains office supplies.
- Assists with logistics for events such as the science seminar and mathematics contest.
- Arranges tutors for students in the community.
- Supports the work of faculty members by posting syllabi, entering grades, proctoring exams, ordering materials, creating handouts, arranging for travel, etc.
- Organizes and maintains data on current students, alumni, interns, library holdings, etc.
- Maintains departmental web pages.
- Monitors departmental activities and makes suggestions for improvements.
- 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.
- Performs all other duties as assigned.

**Reports to:** Department Chairs of Mathematics/Computer Science and Physics