

Westmont College

Part-Time Administrative Assistant, 20 hours/week **Office of the Provost**

Position Summary: Provides administrative support to the Provost's Office.

Qualifications: Requires a minimum 1 year of similar work experience, preferably in higher education; Bachelor's degree, strong administrative, organizational, and office management skills; excellent written and verbal communication skills; ability to take notes, edit and proofread documents; advanced computer skills including the knowledge of MS Office (Word, Excel, PowerPoint, and Adobe Acrobat and Photoshop); ability to maintain discretion and confidentiality in day-to-day activities; excellent problem solving skills; ability to work independently; ability to perform tasks accurately and in a timely manner with close attention to detail; ability to work collaboratively with staff, faculty and students; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

Responsibilities:

The assistant will support the Provost's Office in a range of responsibilities overseen by the executive assistant to the provost. Primary responsibilities include:

- Assists with the preparation of publications and presentations for the Provost's Office (including writing and editing for the monthly Provost's Report, contributing to the creation of visual aids for Provost's Forum and presentations).
- Collects monthly time-off reports for staff in the academic area.
- Maintains web pages in the provost's area.
- Maintains financial records for spending on faculty professional development.
- Pays invoices and processes check requests for Provost's Office expenses.
- Supports planning and implementation of spring-semester academic events (Student Awards Convocation, Baccalaureate, Commencement) and spring-semester special events (receptions, luncheons, and dinners).
- 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.

As needed and available, the assistant will help the executive assistant with the following responsibilities:

- Serves as a receptionist for the Provost's Office.
- Manages calendars for provost, vice provost, and associate dean.
- Supports planning and implementation of special events for the Provost's Office and academic events on campus.

- Coordinates visits for guests in the academic area (lodging arrangements, itineraries).
- Supports application and hiring process for open faculty positions (create, update, and maintain online application resources; coordinate candidate visits; assist with transportation and other hosting needs for candidates).
- Data entry for faculty contracts.
- Maintains minutes and other documents for faculty committees.
- Maintains faculty personnel files and related records.
- Assists with communication from the Provost's Office to academic departments and faculty.
- Other duties as assigned.

Reports to: Provost

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