

WESTMONT COLLEGE

Assistant - 10 mo./yr. August – June, available August 2019

Religious Studies and Philosophy

Position Summary: Provides administrative support to 11 full-time faculty members and several adjunct professors in the Religious Studies and Philosophy Departments.

Qualifications:

Requirements include: a high school graduate or equivalent, some college highly desired; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; familiarity with academic vocabulary and procedures helpful. Also requires: developed written and verbal communication skills; ability to edit and proofread documents; ability to relate effectively to students, faculty, staff, and public with professionalism and efficiency; developed office skills including minimum of 2 years' experience; proficiency using MS Office Suite and web page software; ability to take initiative, make sound 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; ability to multitask and meet deadlines while juggling multiple projects; and developed sense of discretion in dealing with others. Some exposure to MacOS helpful.

Responsibilities (other duties as assigned):

- Types and distributes correspondence and reports assuring the accuracy of finished work. Manages calendar and scheduling, mail, and textbook orders. Corrects objective portion of exams and enters and post grades. Proctors exams for faculty and supervises make-up exams and quizzes. Maintains complete and accurate records (minutes, correspondence, reports, and filing systems.) Maintains departments' alumni databases. Maintains and purchases office supplies. Provides telephone and office reception. Assists with departmental program review and assessment activities. Makes travel arrangements as requested.
- Organizes, prioritizes, and coordinates multiple projects with the ability to meet deadlines.
- Processes requests for reimbursement, payment and journal entries. Tracks account status.
- Organizes and maintains a small collection of CD's, videos, and reference books.
- Assists with general library research such as procuring and returning books, photocopying and scanning articles and book chapters, doing bibliographic searches. Completes library reserve forms.
- Maintains syllabus archive; posts work schedules for faculty and student workers.
- Maintains departmental web-pages; assists with Canvas sites; acts as a liaison with IT to resolve problems. Interacts with other departments' and offices' web portals.
- Provides support for faculty searches, e.g. corresponds with applicants, and prepares files and evaluations.
- Helps to set up and orient new and adjunct faculty.
- Organizes and publicizes department-sponsored events, and assists with logistics such as reservations and set-up.
- Hires, trains and supervises student employees. Processes student employment forms.
- Attends and assists with department meetings as requested.
- Ensures office area is organized and clean, and shares responsibility for maintaining shared areas. Maintains bulletin boards and photos of graduating classes.

- Expectations for workplace demeanor include working collaboratively and harmoniously, sharing ideas and resources constructively; bringing a vision for a life-giving work environment; respectfully considering others' ideas and perspectives; readily admitting and correcting personal mistakes; meeting commitments; communicating work progress to supervisors and others affected; addressing problems by seeking practical and lasting solutions acceptable to all parties; seeking reconciliation promptly during conflict; respecting the Westmont community's diversity in words and deeds.

Reports to: Department Chairs for Religious Studies and Philosophy departments