

## WESTMONT COLLEGE

### **Student Life Assistant – 30 hrs/wk, 12 months**

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#### **Student Life**

##### **Position Summary:**

Provides clerical and administrative support for Vice-President, Dean of Students, Director of Residence Life, Assistant Director of Residence Life, and Resident Director of Global Leadership Center.

##### **Qualifications:**

Understands and supports the mission of the college and the Student Life Division. Requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Able to manage details and prioritize multiple tasks for five supervisors. A team player who exhibits excellent interpersonal and verbal skills. Demonstrates strong writing skills. Possesses a highly developed sense of discretion and confidentiality. Able to problem solve and work independently. College degree and 1-3 years assistant/secretarial experience desirable. Knowledge of Microsoft Word and Excel.

### **VP Office Assistant (22 hrs/wk, 12 months)**

- Provide administrative support for Vice-President, Dean of Students, Director of Residence Life, and Assistant Director of Residence Life.
- Assist with updating and preparing the E.P.I.C Student Conduct Manual, Resident Director Manual, and Resident Assistant Notebook.
- Assist the Vice President in all preparations related to the Communications Board, including updating the Editor-in-Chief manuals and maintaining a comprehensive database for new staff. Assists in the creation of the initial budget with the help of Student Life Budget Manager, and providing updates on expenditures to the Communication Board.
- Serve as secretary to the Communications Board and support student leaders of the Horizon, Phoenix, and Citadel.
- Assist the Vice President in support of All Student Life Staff internal professional development initiatives.
- Process departmental payments and reimbursements using VENDORLINK (including departmental credit card purchases) and process Horizon and Citadel payments through AXIA.
- Provide administrative support for Dean of Students, Director of Residence Life, and Assistant Director of Residence Life for student conduct process (contact, correspondence, documentation).
- Provide telephone reception and greet guests, visitors and drop-ins. Contribute to a warm and inviting office atmosphere.
- Provide assistance for Resident Assistant selection and training.
- Coordinate and provide administrative support for Resident Director recruitment and interview process.
- Conduct research on Student Life related issues.
- Compose, proofread, and edit emails/letters/reports.
- Troubleshoot and/or resolve concerns/issues, as appropriate, that are brought to the office.
- Act as a resource to employees, faculty, staff, students, civic leaders and other community members on matters relating to the department and the college.
- Maintain/improve the office organization and computer files.
- Maintain office supplies, prepare bulk mailings, sort mail, and photocopy as necessary.

### **Global Leadership Center (GLC) Assistant (8 hrs/wk, 12 months)**

- Provides administrative support to the Resident Director of the GLC (e.g. publishing the monthly GLC Newsletter, creating calendars and posters for the hall, Vendorlink reimbursements, etc.)

- Offers support for program planning, implementation, and follow-up with GLC events related to global leadership and education (e.g. Re-entry programming, Global Employability Seminar, International Student Orientation, etc.)
- Provides administrative support for the selection and ongoing training of the Global Liaison's, including updating and preparing the Global Liaison Handbook.
- Conducts research for the GLC RD on Global Leadership Center related issues - including developing, maintaining, and updating the Global Resource Library as well as the creation of passive programming through posters, flyers, and bulletin board materials.
- Hire, train, and supervise the two GLC Kitchen Assistants by providing materials and communicating expectations, working in partnership with facilities to ensure the kitchens are properly maintained by the residential community

### **General Expectations**

- 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.
- Demonstrate willingness for additional tasks and responsibilities as needed, understanding that employees may be asked at times to assist other offices or departments.

**Reports to:** Director of Residence Life

04.19