Position Summary: Provide reception and secretarial support for faculty members in the Communication Studies and Economics & Business Departments in Deane Hall.

Qualifications: High School graduate or equivalent with some post high school education or college experience highly desired. Familiarity with academic vocabulary and methodology helpful. Developed office skills including minimum of 1-2 years secretarial/administrative support experience required and facility with word processing. Excellent communication skills required for relating well with students, parents, faculty, staff, and the public. Intermediate proficiency with Office Suite: Microsoft Word, Excel, and PowerPoint. Must have the ability to handle a variety of tasks for professors with diverse personalities and secretarial needs. Other requirements include: dependability, organizational skills, ability to prioritize and multi-task. Flexibility and willingness to learn new procedures, programs, and applications is essential. Must be able to work independently with minimal supervision. Must possess a highly developed sense of discretion and confidentiality in dealing with students, faculty and staff. Ability to maintain a friendly but professional office environment required. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

Responsibilities:
- Provide secretarial support to professors including scheduling appointments, departmental mail, filing, faxing, copying, proctoring, correcting objective portion of exams, entering grades, update course information for faculty on Eureka, update faculty web pages as needed, and providing research support for faculty.
- Design and create flyers, newsletters, and other communications. Desktop publishing helpful (publisher, Creative Suites, or other application) or willingness to learn.
- Fulfill the administrative requirements of the Departments for the College (posting office hours, uploading syllabi to website, and other WASC related tasks)
- Provide telephone and office reception for Departments of Communication Studies and Economics & Business. Employ excellent reception skills and proficiency in office procedure.
- Perform departmental bookkeeping including: processing invoices, check requests, and purchase orders.
- Establish and maintain records and files, and help prepare reports. Maintain accurate alumni records.
- Assist in the creation and maintenance of departmental web pages, maintain current assessment files, and assist in gathering data for assessment reports.
- Assist in organizing and implementing logistics for departmental events (ex: Speech & Debate Tournament; senior breakfasts, awards ceremonies, parents’ reception, departmental chapels).
- Maintain and purchase office supplies, order books for faculty.
- Hire, supervise, and process all documentation for student employees.
• 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.

• Must work well with and coordinate with upstairs Deane Hall secretary (help with/coordinate work load, vacation times, etc)

• Other duties as assigned by Department Chairpersons.

Reports to: Department Chairpersons