Assistant for the Gaede Institute - 20 hrs/wk, 12 mos/year
Gaede Institute for the Liberal Arts

Position Summary: Provide programmatic and administrative support for the Gaede Institute for the Liberal Arts, sharing in the coordination of logistics for its programs. This grant-funded position is available through October 2019.

Qualifications: Requirements include: a bachelor’s degree, preferably in a liberal arts related field or from a liberal arts institution; strong understanding of liberal arts education; 1-2 years of administrative experience; some experience working with youth is also preferred; outstanding organizational skills, ability to coordinate logistical details of multiple complex projects simultaneously; outstanding communication skills, including interpersonal communication, public speaking, editing, and writing; ability to create and sustain relationships with other departments and with outside organizations; strong computer skills using Microsoft Office suite and willingness to learn new technologies as necessary (e.g., desktop publishing, and website development software); ability to interact effectively and graciously with diverse constituencies; and the ability to work without close supervision. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

Gaede Institute Responsibilities:
- With director and assistant directors, assist with planning Gaede Institute programs and events, providing leadership in managing logistics for these programs and events;
- Maintain the Gaede Institute mailing list;
- Reserve space on and off campus for Gaede Institute programs and events;
- Place orders with Sodexo and other food vendors for Gaede Institute programs and events;
- Reserve transportation for Gaede Institute programs and events;
- Distribute publicity materials for Gaede Institute programs and events;
- Prepare and oversee Gaede Institute mailings to off-campus and on-campus recipients;
- Track Gaede Institute revenue and spending, including processing check requests;
- Oversee the registration process for the Conversation on the Liberal Arts and correspond with registered participants;
- Maintain the Gaede Institute, Liberal Arts Ambassadors, Trailhead, and Westmont Summer Scholars websites;
- Prepare manuscripts for publication, editing texts and working with contributors, and, in consultation with director and assistant directors, oversee design, layout and printing;
- Process applications for the Westmont Summer Scholars and Trailhead programs;
- Participate in weekend excursions for the Westmont Summer Scholars and Trailhead programs;
- Schedule off-campus service for the Liberal Arts Ambassadors program;
- Represent the Gaede Institute at on-campus and off-campus events, occasionally on weekends and evenings;
- Represent the Gaede Institute at recruiting events for Westmont Summer Scholars and the Trailhead program;
- Schedule meetings as needed for the director and assistant director;
- 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.

- Perform other duties as assigned.

**Reports to:** Dr. Aaron Sizer, Assistant Director, Gaede Institute for the Liberal Arts

01.2016