WESTMONT COLLEGE

Alumni and Parent Relations Assistant
College Advancement

Position Summary: Responsible for providing administrative support for the Office of Alumni and Parent Relations.

Qualifications: Requirements include: a minimum of two years previous work/related experience and high school graduate or equivalent; developed communication and interpersonal skills; ability to work well with people from varied walks of life; ability to anticipate detailed needs; developed computer and technical skills using Word, Excel and the Web; general accounting skills; demonstrated organization skills and detail orientation; ability to maintain flexibility and organization with multiple simultaneous projects, meet deadlines; ability to work well with Westmont’s constituency. Bachelor’s degree preferred.

Responsibilities:
1. Represent Westmont well to alumni, parents, students, faculty and staff.
2. Troubleshoot, delegate, research and/or resolve challenges that arise.
3. Work with Alumni and Parent Relations staff in coordination of various events including: Homecoming; Parents Weekend Orientation and chapter events. Responsible for room reservations, registration process, packet development, etc.
4. Assist in research and implementation of up to date Web strategies for linking alums and parents to the college and each other.
4. Provide secretarial support for the department, including:
   • Provide office and telephone reception;
   • Make arrangements for meetings, travel and lodging;
   • Establish and maintain office files and records;
   • Coordinate all mailings and communications including mass email communications to constituents
   • Process departmental accounting and financial transactions;
   • Compose, type and edit a variety of correspondence and documents
5. Attend board, council and committee meetings and record minutes for distribution.
6. Maintain office calendar, coordinate schedules and appointments and arrange meetings.
7. Work effectively with others by: sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name in a respectful manner; and respecting the diversity of our work force in actions, words and deeds.
8. Other duties as assigned.

Reports to: Sr. Director, Alumni and Parent Relations