

Westmont College

Part-Time Educational Effectiveness Assistant, 10 hours/week **Office of the Provost**

Position Summary: Provides administrative support to the Educational Effectiveness Office.

Qualifications: Requires a minimum 1 year of similar work experience, preferably in higher education; Bachelor's degree, strong administrative, organizational, and office management skills; excellent written and verbal communication skills; ability to take notes, edit and proofread documents; advanced computer skills including the knowledge of MS Office (Word, Excel, PowerPoint, and Adobe Acrobat and Photoshop); ability to maintain discretion and confidentiality in day-to-day activities; excellent problem solving skills; ability to work independently; ability to perform tasks accurately and in a timely manner with close attention to detail; ability to work collaboratively with staff, faculty and students; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

Responsibilities:

The assistant will support the Dean of Curriculum and Educational Effectiveness in a range of responsibilities. Primary responsibilities include:

- Support and coordinate institutional assessment activities including basic troubleshooting and training for faculty and staff utilizing Assessment Management System for their assessment and committee work.
- Provide support for the Program Review and General Education committees including scheduling meetings, reserving facilities, taking minutes and preparing documents.
- Perform data entry, conduct initial data analysis; develop charts, graphs, and other visuals for internal and external reports; and assist with report preparation for internal and external needs, including documents required by WASC and/or other external agencies.
- Locate, print and, organize and check course syllabi for ongoing course syllabus review evaluation; provide support for departmental administrative assistants with syllabi posting.
- Assist with the preparation of materials for assessment-related presentations and publications.
- Maintains web pages in the educational effectiveness area.
- Supports planning and implementation of assessment-related events.
- Other duties as assigned.

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.

Reports to: Dean of Curriculum and Educational Effectiveness