



# WESTMONT

**Temporary Assistant- 15 hr/wk, Aug. 15 - May 30, 2022**  
**Office of Global Education**

**Position Summary:** Maintenance of all Global Education office functions, including reception, telephones, calendar and support the Assistant Director with the administration of all programs, including Westmont-operated semester and Mayterm programs and approved affiliate semester programs.

**Qualifications:**

Requires a bachelor's degree; study-abroad experience during college preferred; a minimum of one year of similar work experience, preferably in higher education; and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Also requires: strong administrative, organizational, and office skills; excellent written and verbal communication skills; ability to take notes, edit and proofread documents. Other requirements include: advanced computer skills including the knowledge of MS Office (Word, Excel, Powerpoint, Adobe Acrobat and Photoshop); ability to maintain discretion and confidentiality; excellent problem-solving skills; ability to work independently to complete tasks accurately and in a timely manner with close attention to detail.

**Responsibilities:**

1. Provides administrative support, such as drafting correspondence/reports, arranging meetings and maintains calendar; answering calls; processing confidential documents, departmental mailings & all accounting and financial transactions; maintaining information retrieval system to ensure timely follow up; using discretion and judgment in prioritizing tasks and requests.
2. Creates and maintains all student files (physical and electronic) throughout application process, confirmation, and re-entry and communicates with student on completion of same.
3. Publicizes Global Education opportunities and events to the Westmont community, including coordinating visits of affiliate program representatives to campus.
4. Prepares materials for semi-annual student orientation sessions, including all documents, set-up, scheduling, etc.
5. Assists with advising appointments especially for first year students.
6. Sets up student and faculty *per diem* accounts and associated documentation for the Business Office.
7. Assists with international bank wires.
8. Updates and maintains Global Education website and Instagram account.
9. Serves as support staff for the Off-Campus Programs Committee, including preparing minutes, and creating materials.
10. 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.
11. Other duties as assigned by the Assistant Director of Global Education.

**Reports to:** Assistant Director of Global Education