



# WESTMONT

## **Administrative Assistant (Full-time, 12 months)** **Nursing Department**

**Position Summary:** Provides administrative support in our new Accelerated BSN program. The nursing department at Westmont College is supported by a collaborative and cohesive group of professional nurses and staff. The Administrative Assistant will be an integral part of the day to day operations of the program.

### **Requirements:**

- BA/BS degree
- Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations
- Proficiency with computer applications such as Microsoft Office, Acrobat, and Google Apps, especially Excel, Sheets, and Forms
- Demonstrates flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration
- Experience with creative troubleshooting and finding solutions
- Adaptability to unpredictable changes
- Strong interpersonal communication
- Ability to train and supervise student workers
- Self-directed with the ability to meet deadlines
- Attention to detail
- Ability to lift 25 pounds

### **Responsibilities:**

- Maintains open communication with program director, assistant program director, and faculty
- Supports program director with day to day operations of the nursing program to include, but not limited to:
  - Telephonic communication with the public concerning matters of the nursing program
  - Maintenance of student files
  - Preparing material for orientation of students and faculty
  - Supporting an electronic and hard copy filing system
- 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.
- Other duties as assigned.

Reports to: Director of Nursing Program

