



WESTMONT

Staff Assistant (Part-time, Fridays 8:30 am – 4:30 pm)

Health Center and Counseling and Psychological Services (CAPS)

Position summary:

The Staff Assistant is responsible for supporting the work of the Office Manager by providing part-time administrative support for both the Health Center and Counseling and Psychological Services (CAPS) on Fridays and occasionally on other days (if available) when the Office Manager is absent.

Qualifications:

Requirements include: personal affirmation of the Christian mission of Westmont College and Community Life Statement and adherence to its behavioral expectations. A minimum of 3 years administrative or receptionist experience recommended preferably in a medical or counseling center setting; highly developed organizational skills, attention to detail, initiative, flexibility and professionalism; ability to manage multiple tasks; strong interpersonal skills and ability to work as a team player; exhibits a highly developed ethic of discretion and confidentiality; knowledge of or capacity to learn and utilize Microsoft Office Suite, VENDORLINK accounting software, electronic medical records and common medical terminology and pathologies.

Responsibilities:

- Welcomes students as they enter the building and establishes a warm and friendly office environment; describes and performs check-in process depending on the nature of the visit.
- Serves as the initial point of contact for students seeking services. Interfaces daily with students, faculty, staff, and parents regarding services and needs. Directs students to appropriate college resources.
- Recognizes and comfortably deals with persons experiencing emotional distress and/or crisis.
- Provides administrative support for directors of both centers including maintaining files and forms, scheduling appointments, distributing incoming mail, and preparing written correspondences.
- Assists both directors in some of the organization and communication challenges of both centers related to part-time staffing schedules.
- Communicates with outside mental health agencies.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers by sharing ideas and resources willingly, constructively and positively; 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.
- Performs other duties as requested by the Directors.

Reports to:

Director of Counseling and Psychological Services