



Job Title: Executive Assistant to the Deans of Students
Department: Academic Administration
Reports to: VWS and WSC Dean of Students
Status: Hourly/Non-exempt, Staff, Full-time, Benefited

SUMMARY

The Executive Assistant to the Deans of Students provides executive administrative and clerical support to the deans. The Executive Assistant reports directly to the Dean of Vivian Webb School and the Dean of Webb School of California. This position interacts on the deans' behalf with administrators, faculty, staff, students, parents and affiliates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Job responsibilities are assigned by the Deans and the Associate Head of Schools, who may, in their sole discretion, alter, add to or eliminate job assignments at any time, with or without prior notice. The Executive Assistant is familiar with the operation of the department and is proficient with the technology designed to support that operation. Specific responsibilities include, but are not limited to:

- Coordinate appointments and maintain the calendar for the deans, including meetings with students, parents, and other constituents.
- Act as a liaison between the deans' office and the Webb community at large.
- Interface with all school constituents and the external community; manage, triage and anticipate information/demands for/to the deans. Effectively manage and handle sensitive and confidential information and situations.
- Maintain and update all student permissions and other residential life information in the Student Information System (SIS).
- Maintain the Weekend Binders and Weekend Duty Box, including weekend pass information and supplies.
- Assist the deans with weekly chapel, including scheduling and technical needs.
- Organize meeting materials, equipment needs, and set-up and reserve campus spaces for dorm head and LCA meetings and other residential life meetings as requested.
- Provide organization and communication support for school specific events such as the VWS Signing-In Ceremony and the WSC Honor Pledge ceremony, interact with outside vendors for school specific events.
- Support annual projects and programs, such as Dies Mulieres and Men in the Arena.
- Assist the Director of Special Events with major school events such as Orientation Weekend, Parents Weekend, Commencement and other school events.
- Type correspondence, maintain files and oversee contact information updates in the SIS.
- Answer and screen all incoming phone calls, when necessary.
- Organize all travel arrangements for the deans.
- Maintain the school calendar.

- Maintain budget management worksheets for department accounts.
- Process all credit card and expense reimbursements for the deans.
- Provide a confidential and professional environment at all times.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities

EDUCATION AND EXPERIENCE

Minimum of a high school diploma is required. Certificate or degree from college or technical school is preferred. At least three years related experience is required. To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily.

OTHER REQUIREMENTS

A valid California driver license with a satisfactory motor vehicle record. A criminal background check must be successfully completed before employment can begin.

OTHER SKILLS

Given the responsibilities, specific duties, and authority vested in this position, the Executive Assistant to the Deans of Students must:

- Communicate well, both verbally and in writing.
- Possess strong analytical skills in order to compile information to make informed decisions and use good judgement.
- Have effective interpersonal skills to manage personnel and students, solve problems, and represent The Webb Schools in the external community.
- Be able to effectively present information and respond to questions from faculty, staff, students, parents, trustees and/or project team members. The ability to maintain complete confidentiality and create a highly professional environment is mandatory.
- Be competent using technology, including use of the Microsoft Office suite (Word, Excel, and PowerPoint), Google Docs, communication devices (smart phone, tablets, teleconferencing), and social media (e.g. Facebook, Twitter and internet).

PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

PHYSICAL REQUIREMENTS

The physical requirements are representative of those that must be met by an employee to successfully perform the essential functions of this position . As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested candidates should send their cover letter and résumé to:
Rachelle Sesma, Director of Human Resources
careers@webb.org
Fax: (909) 482-5272

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