



JESUIT SCHOOL OF THEOLOGY IN BERKELEY A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

Position: Administrative Assistant, Student Life and Formation

Department Description:

The Student Life office of the Jesuit School of Theology oversees co-curricular programming, facilitates access to student services that ensure student welfare, and fosters the community life of the school in support of student learning and formation.

Hours

Approximately 7-10 hours per week.

Pay: \$16.32/hour.

Essential Duties and Responsibilities

Under the supervision of the Senior Administrative Assistant for Student Life and Formation, the Administrative Assistant prepares several publications issued by the Office of Student Life.

- Prepares weekly newsletter, The Magis, for distribution on Friday afternoons
- Prepares and posts flyers for school events.
- Prepares and copies worship aids for school liturgies. Posts music used with licensing agencies.
- Checks Student Life web pages for accuracy.
- Prepare and print JST photo directory (fall and spring).
- Prepare weekly Employment Opportunities newsletter with job postings.
- Other duties as assigned.

Qualifications

- Experience in flyer design and layout preferable, with experience in the Canva app.
- Strong communication and organizational skills.
- Ability to format documents using Publisher and Word.
- Experience in HTML email.
- Thoroughness, attention to detail.

To apply:

Depending on student's interest, qualifications, and availability, this position could be combined with other positions in the Student Life office. Please specify which position (s) you are applying for. Send resume, and cover letter describing interest and relevant qualifications and experience, to Mary Beth Lamb, Sr. Administrative Assistant, Student Life and Formation, at melamb@scu.edu.