



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

Position: Event 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 3-4 hours per week. Must be available Tuesdays 4:00 p.m.-7:15 p.m., either for early soup supper set up shift or later clean up shift, or both.

Pay: \$16.32/hour.

Essential Duties and Responsibilities

Under the supervision of the Senior Administrative Assistant for Student Life and Formation, the Event Assistant prepares for, serves, and cleans up after events.

- Assists with the weekly Tuesday night soup suppers: soup, salad and bread prep, setting up serving area, cleaning up afterwards.
- Keeps track of inventory and informs Office of Student Life when supplies get low.
- Assists with other events as needed.

Qualifications

- Genuine interest in supporting the community in social events.
- Food service experience.
- Willingness to be flexible and sign on for extra events.

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.