



# JESUIT SCHOOL OF THEOLOGY IN BERKELEY

## A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

### Position: Graduate Student Assistant – Office of the Dean

#### **Department Description:**

The Office of the Dean oversees the academic, enrollment, fundraising, and student-life operations of the Jesuit School of Theology. The office plans the Board of Directors meetings, faculty colloquium dinners, commencement exercises and other special events.

#### **Hours**

Approximately 6-10 hours/week

**Pay:** \$3804/hour.

#### **Essential Duties and Responsibilities**

- Assist with administrative tasks and special projects:
  - Reports
  - Maintain website
  - JST Online Academic Bulletin
- Board of Directors
  - Meetings held in Qeqqdgt, January and May
  - Provide support for the board meetings – assist with parking, greeting guests, set-up and clean-up
  - Support Senior Assistant in planning, preparing and serving Thursday night board dinners in September
- Faculty Colloquium Dinners
  - Held 3 times each semester
  - Assist with set-up at 4:00, serving dinner at 5:30 and clean-up
- Create flyers as needed for events and programs
- Graduation
  - Assist with graduation announcements and program
  - Support in communication efforts
- Assist with programs and conferences as needed
- Support other administrative tasks to support the Dean's Office

#### **Qualifications and Skills**

- Proficiency in Microsoft Office Suite and Google Suite
- Strong communication, organizational skills and attention to detail
- Ability to manage time effectively and stay focused on tasks
- Ability to establish and maintain effective working relationships with students, faculty, staff, administrators

#### **To apply:**

Send resume with cover letter expressing interest to Vgtguc'Dqy gu, Senior Assistant to the Dean, at [wdqy gu@scu.edu](mailto:wdqy gu@scu.edu).