



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: \$38.54/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 Qevdgt, 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 Vgtgu" Dqy gu, Senior Assistant to the Dean, at vdqy_gu@scu.edu.