



JESUIT SCHOOL OF THEOLOGY IN BERKELEY

A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

Position: Graduate Student Assistant – Hispanic Institute

Department Description:

The primary functions of the Graduate Assistant for the Hispanic Institute will be to assist to the program of formation for Spanish speaking Church leaders, a Certification level program for JST of theological and pastoral formation. Normally the program takes place during the summer, but due COVID 19, the program presently occurs online.

Hours

10 – hours per week, flexible scheduling, availability for some weekends.

Pay: \$16.32/hour

Essential Duties and Responsibilities

Under the supervision of Director of Hispanic Institute, the Graduate Assistant supports the Instituto Hispano. This consists of but is not limited to:

- Proficiency in Spanish - oral and written.
- Strong computer skills: Proficiency in MS Suite and Google Suite. Proficiency in various online platforms like Zoom, Schoology, and Wix (or eager and willing to learn) and able to train others in using such platforms.
- Adept at data management, organized and detail-oriented.
- Enthusiastic about the mission of the Instituto and willing to recruit and encourage new students.
- Works well in teams and helps to create a welcoming environment with students and professors.
- All other duties assigned.

Qualifications and Skills

1. Ability to arrive for scheduled work hours regularly and promptly.
2. Excellent written, verbal and interpersonal skills.
3. Preferably some pastoral experience, especially in the Hispanic Latino community.

To apply:

Send resume, with cover letter expressing interest and relevant qualifications and experience, to Teresa Montes, Director of the Hispanic Institute, at mmonteslara@scu.edu.