



# JESUIT SCHOOL OF THEOLOGY IN BERKELEY

## A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

### **Position: Graduate Student Assistant – Marketing and Communication**

#### **Department Description:**

The Office of Enrollment Management and Marketing (OEMM) of the Jesuit School of Theology oversees admissions, enrollment, recruitment, and marketing. From first initial contact to enrollment, OEMM manages every aspect of the admissions process and is also responsible for communication with the greater community.

#### **Hours**

Approximately 10-19 hours per week. Some of the hours while the office is open: 9 AM – 5 PM, and some hours will occur on nights and weekends, representing JST at special events and celebrations such as community events, open houses, and recruitment conferences.

**Pay:** \$16.32/hour.

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

Under the supervision of the Director of Enrollment Management and Marketing and the guidance of the Marketing and Communications Specialist the Marketing and Communications Graduate Student Assistant assists in all facets of JST's marketing, communications, and alumni engagement. This consists of but is not limited to:

- Commitment to the mission, values, and goals of the Jesuit School of Theology of SCU
- Willingness to engage in the JST community and know the community well in order to more accurately share the school's story
- Ability to attend JST events as a representative of the OEMM office outside of normal business hours, capture photographs at these events, and accurately relay and describe information and details from these events
- Compose engaging social media content and interact with JST's broader community on these platforms
- Assist with creating content for different audiences: prospective students, alumni, and our broader public audience
- All other duties assigned

#### **Qualifications and Skills**

- Enrolled in post-graduate studies at JST.
- Strong oral and written communication skills,
- Strong customer services skills and organizational skills.
- Basic photography.
- Attention to detail.
- Experience with Google/Gmail suites.
- Experience with Canva preferred.

**To apply:**

Send resume, cover letter expressing interest and relevant qualifications and experience, and a writing sample following the instructions below, to Ed Stewart, Director of Enrollment Management, at [ejstewart@scu.edu](mailto:ejstewart@scu.edu)

For the writing sample, please compose copy for a social media post for each of these social platforms - Facebook, Instagram, and Twitter - that promotes the upcoming admissions information webinar Friday, November 6 at 12pm. Please also compose an email promoting this webinar to be sent out to prospective students.