



JESUIT SCHOOL OF THEOLOGY IN BERKELEY

A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

Position: Graduate Student Assistant – Office of Finance and Administration

Department Description:

The primary function of the Graduate Student Assistant for the Office of Finance and Administration will be to assist the Manager of Housing and Building Operations, the Administrative Associate, and the Director of Finance and Administration with projects, clerical support and other duties as assigned. In addition to working for the Office of Finance and Administration, the Graduate Student Assistant will occasionally provide administrative assistance to other departments at JST as the Office of Finance and Administration support all departments within the school.

Hours

19 hours per week, flexible scheduling

Pay: \$18.25/hour

Essential Duties and Responsibilities

- Greet and assist visitors
- Answer the telephone and route calls
- Prepare and mail all USPS/UPS/Fed Ex packages
- Receive, sort and distribute incoming mail
- Accept, sign, and log packages
- Manage the Parking Schedule, log parking requests and make signage for guests
- Manage the IT Equipment Log and inventory
- Handle supply orders from faculty and staff in conjunction with the Manager of Housing and Building operations
- Anticipate supply needs and inform the Manager of Housing and Building Operations
- Handle miscellaneous clerical needs of faculty/staff
- Other duties as assigned

Qualifications and Skills

- Ability to arrive for scheduled work hours regularly and promptly
- Willingness to adhere to a business-casual dress code in the office
- Ability to handle sensitive and confidential housing information in a professional manner
- Excellent written, verbal and interpersonal skills
- Ability to maintain a clean and organized work environment
- Ability to multi-task
- Possess a welcoming and professional demeanor

To apply:

Send resume, with cover letter expressing interest and relevant qualifications and experience, to William Troche, Manager of Housing and Building Operations, at wtroche@scu.edu.