



# JESUIT SCHOOL OF THEOLOGY IN BERKELEY

## A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

### **Position: Technical Assistant, Student Life and Formation**

#### **Department Description:**

The Student Life office of the Jesuit School of Theology oversees co-curricular programming, facilitates access to student services that ensure student welfare, and fosters the community life of the school in support of student learning and formation.

#### **Hours**

As needed basis, approximately 2-4 hours per event, generally on Tuesday evenings.

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

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

Under the supervision of the Student Life office, the Technical Assistant records Student Life presentations and Lectures.

- Videorecords and hosts Zoom meeting for Student Life presentations and lectures, generally on Tuesday evenings after soup supper, 6:45-8:30, but available for other events as well.

#### **Qualifications**

- Experience in recording/videotaping preferred, and Zoom conferencing.
- Candidates will be trained on equipment.
- Willingness to be flexible with hours and sign on for extra events.

#### **To apply:**

Depending on student's interest, qualifications, and availability, this position could be combined with other positions in the Student Life office. Please specify which position (s) you are applying for.

Send resume, and cover letter describing interest and relevant qualifications and experience, to Mary Beth Lamb, Sr. Administrative Assistant, Student Life and Formation, at [melamb@scu.edu](mailto:melamb@scu.edu).