

**GRADUATE THEOLOGICAL UNION  
2400 RIDGE ROAD  
BERKELEY, CA 94709**

**STUDENT WORKER POSITION DESCRIPTION**

**POSITION TITLE:** Academic Dean's Office Assistant

**NON-EXEMPT**

**DEPARTMENT:** Academic Dean's Office

**DATE:** July 18, 2017

**SUPERVISOR:** Assistant Dean for Academic Affairs

**PRIMARY POSITION PURPOSE:**

Part-time position in the Academic Dean's Office providing clerical, project, phone and other support

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Cover phone calls and office reception as scheduled when Academic Dean's Administrative Assistant is away; pick up voice mail; take messages or return calls as appropriate
- Assist the Academic Dean with scheduling appointments or meetings as needed
- Prepare letters for the Academic Dean's signature as requested
- Proofread documents as needed
- Perform data-sorting and reporting tasks
- Computer edit the monthly Dean's Newsletter using Microsoft Publisher
- Help with copying/distributing Academic Dean's Office mailings: Dean's Newsletter; meeting agenda to Council of Deans, Core Doctoral Faculty, Faculty Committees, Academic Committee of the GTU Board; student correspondence
- Perform requested faculty profile and other webpage updates using appropriate software in collaboration with other staff members on an ongoing basis (requires specific training)
- Assist the Academic Dean with library research at GTU or UCB as needed
- Assist with setting up refreshments and room arrangements for meetings and events hosted by the Academic Dean's Office as needed/requested (Council of Dean's meetings, Core Doctoral Faculty meetings, MA New Student Orientations, Distinguished Faculty Lecture, Commencement, GTU Reception, Surjit Singh Lecture and Reception).
- Other duties as assigned

**QUALIFICATIONS/EXPERIENCE NEEDED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Highly dependable and punctual
- Ability to follow instructions of supervisor carefully and to handle a variety of delegated tasks on a daily basis
- Proficiency in typing and filing
- Gracious and effective interpersonal and telephone skills; orientation towards proactive service
- Excellent attention to detail, organizational skills, follow-through, and anticipation of needs
- Adept with a variety of tasks, including food preparation, event assistance, errands, etc.
- Professional level of discretion and confidentiality; professional demeanor
- Strong ability to represent the GTU to guests, trustees, to the public

**SPECIAL REQUIREMENTS:**

**SCHEDULING NEEDS (TOTAL HOURS PER WEEK, DAYS, ETC.):** 8-10 hours per week

**HOURLY RATE:** \$13.75/hour for 2017-2018 Academic Year

**Start Date:** As soon as possible

**Preferred Workdays:** Flexible Schedule, but must work on Wednesday afternoons.

**Apply to:** Wendy Arce, Assistant Dean for Academic Affairs, [warce@gtu.edu](mailto:warce@gtu.edu)

**Application Deadline:** July 26, 2017