

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

**STUDENT WORKER POSITION DESCRIPTION**

**JOB POSTED:** July 19, 2017  
**POSITION TITLE:** Dean's Office Event Assistant  
**DEPARTMENT:** Academic Dean's  
**STATUS:** Non-exempt Office  
**GL ACCOUNT #:** 10-01000-10-31-0010-51512  
**SUPERVISOR:** Assistant Dean for Academic Affairs

**PRIMARY POSITION PURPOSE:**

Provide a knowledgeable, friendly and welcoming contact to GTU Dean's Office event attendees. Assist in staffing entire event.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Set-up, staffing and cleaning up for special events such as Welcome Reception, Distinguished Faculty Lecture and Surjit Singh Lecture.

**QUALIFICATIONS/EXPERIENCE REQUIRED:** 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.

- A welcoming, helpful and friendly demeanor in dealing with a wide range of people, including current students, staff, and faculty, and community members
- Knowledgeable of GTU and the surrounding location
- Ability to problem solve or address any unexpected issues such as handicap access, A/V equipment failure/challenges, reception/catering details, security issues, etc.
- Efficient, organized, attentive to detail
- Ability to work with a team as well as carry out individual projects

**Physical Requirements:**

- Lifting & Carrying - Ability to lift and carry up to 20 lbs. for event set-up
- Bending - ability to bend/stoop as needed.
- Hearing - Ability to hear verbal communication.
- Speech - Clear speech is required to interact with others as an essential part of the job.
- Pushing/Pulling – Ability to push/pull hand cart with equipment & event supplies.
- Manual dexterity - Ability to use A/V equipment, kitchen appliances, etc.

**SPECIAL REQUIREMENTS:**

The events begin in the late afternoon and go into the evening

**SCHEDULING NEEDS (TOTAL HOURS PER WEEK, DAYS, ETC.):**

As needed, 10 hours maximum per week

**HOURLY RATE:**

\$13.75/hour for 2017-18 Academic Year

**APPLY TO:**

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

**APPLICATION DEADLINE:** Open