

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

**POSITION DESCRIPTION**

**Posting date:** 05/31/2016

**POSITION TITLE:** Student Assistant

**DEPARTMENT:** Richard S. Dinner Center for Jewish Studies

**SUPERVISOR:** Office Manager and Director of the Center for Jewish Studies

**STATUS:** Part-time, Non-exempt

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**PRIMARY POSITION PURPOSE:** Provide comprehensive event support for the Center for Jewish Studies, occasional in-office support, and support with specific delegated tasks. Reports to Office Manager and Director of the Center for Jewish Studies.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Reception: Greets and assists students, faculty and visitors. Responds to the Center's phone, mail and e-mail messages and inquiries in absence of CJS Office Manager or during times of intense departmental activity as requested.
2. Social Media Management: Assists with CJS Facebook page in posting of photos and videos as required. Submits audio recordings of events to Office of Institutional Advancement for posting.
3. General Office Support when requested.
4. Events: Assists the Director and Office Manager in setup and cleanup of events including but not limited to reception, setting up of catering, A/V support, and assisting guests with inquiries.
5. Publications: May be asked to provide assistance with publicity materials, including printing, scanning, copying, and mailing.
6. Special Projects: Assist with special projects as requested.

**QUALIFICATIONS:**

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.

**Education & Experience:**

- Prior experience in an office setting and/or experience in Jewish organizational life preferred.
- Prior experience in planning and implementing events, audio/visual support, and photography preferred.

**Skills & Abilities:**

- Demonstrated reception, customer service and clerical skills.
- Strong, graphic design experience.
- Ability to effectively manage multiple projects and priorities with efficiency, accuracy and careful attention to detail.
- Highly dependable, punctual, and organized. Flexibility and patience a must.

- Ability to work with minimal supervision at times with ease in seeking clarification about tasks and procedures.
- Ability to take direction.
- Excellent interpersonal skills; able to maintain the highest level of discretion, diplomacy and confidentiality, and demonstrate a professional demeanor at all times
- English language verbal and written communication skills; ability to proofread own work and that of others.
- High level of computer competency in MS Word, Outlook, MS Publisher, and Excel essential.
- Skills using Audio-Visual equipment including projectors, sound systems, and photography.

**Special Requirements:** Some evening and weekend work is required.

**Physical Requirements:**

Lifting - Ability to lift up to 25 lbs.

Carrying - ability to carry 15 lbs.

Bending - ability to bend/stoop as needed.

Squatting - ability to squat sometimes.

Vision - Close vision required to read documents and work equipment, distance vision required to see projector screen.

Hearing - Ability to hear verbal communication and to carry on conversations.

Speech - Clear speech is required to interact with others as an essential part of the job.

Pushing/Pulling – Ability to push/pull desk and filing cabinet drawers and hand cart with equipment.

Sitting –Ability to sit at a desk while working on a computer.

Manual dexterity - Ability to use computers and equipment.

Transportation - Personal transportation necessary to run errands necessary to carry out principal duties.

**Work Environment:**

Work is indoors. Frequent face-to-face contact with students, faculty, staff and visitors. The noise level is moderate. No extreme temperatures are present. The work environment during events varies depending on the venue.

**Hours per week:** varies from 5 – 10 depending on the event. Some evening and weekend work is required.

**Date job is to begin:** September 1<sup>st</sup>, 2016

**Hourly rate:** \$13.25

**Period of employment:** September 2016-June 2017

**Preferred workdays:**

**Apply to:** [baranoff@gtu.edu](mailto:baranoff@gtu.edu), Deena Aranoff, Director of the Center for Jewish Studies

**Tel/Email:** 510-649-2414

**Application deadline:** Until filled.

**Other comments:**