

PACIFIC SCHOOL OF RELIGION

JOB OPPORTUNITY

Administrative Assistant to the Dean (temporary)

Pacific School of Religion (PSR) is seeking a full time, temporary (non-benefited) Administrative Assistant to the Dean. In this position the successful candidate will provide administrative support to the Academic Dean, Assistant Dean for Academic Programs and Registrar, and PSR faculty. Responsibilities include providing support for faculty and board committees, processing correspondence, overseeing photocopying and scanning, and coordinating special projects for the Vice President for Academic Affairs and Dean. The job is expected to last 2 - 3 months. The applicant needs good communication and computer skills and will work collaboratively with other Academic Team members and the support staff of the school.

Qualifications include a B.A. or B.S. degree, the proven ability to handle confidential materials, good organizational and management skills, the ability to work in a multi-cultural and diverse environment, and comfort with Microsoft Excel, Word, Outlook, PowerPoint, etc.

The job begins immediately and applications will be processed as they are received. To apply please send a cover letter and resume, including references, to sabraham@psr.edu.

About Pacific School of Religion:

Pacific School of Religion (PSR) is a progressive, multid denominational seminary and center for social justice that prepares spiritually-rooted leaders to work for the well-being of all people. Rooted in the Christian tradition, PSR is home to a vibrant and diverse community of faculty, staff and students from a wide range of spiritual, religious, and cultural backgrounds. Reflecting the interreligious and multiethnic reality of the world, PSR develops and connects individuals engaged in faith-based leadership and social activism through rigorous scholarship, practical training and immersive fieldwork, preparing them for ongoing service including pastoral ministry, non-profit and civic leadership, and public policy. PSR is a member of the Graduate Theological Union (GTU), an interfaith consortium of seminaries and institutes in the San Francisco Bay Area. PSR is a non-profit founded in 1866 and is located in Berkeley, CA.

PSR is an Equal Opportunity Employer. Believing that diversity contributes to academic excellence and to rich and rewarding communities, PSR is committed to recruiting and retaining a diverse faculty, staff and student body. We seek candidates, particularly those from historically under-represented groups, whose work furthers diversity and who bring to campus varied experiences, perspectives, and backgrounds.