Position Opening
Communications Assistant

Organization/ Department:
Graduate Theological Union
Office of Institutional Advancement

Supervisor:
Douglas Davidson, Associate Director of Marketing and Communications

Job Description:
This is an exciting opportunity for a qualified individual to join the communications staff in the Graduate Theological Union’s Office of Institutional Advancement. The communications assistant will play an important role in supporting the day-to-day operations of the GTU’s marketing and communications department. Duties will include drafting content for the GTU Website, Insight e-mail newsletter, Currents magazine, and other OIA communications; soliciting and editing news and event-related updates from GTU member schools, centers, and affiliates; and updating Web content. Other responsibilities may include proofreading, interview transcription, photocopying, filing, photography at GTU events, and administrative tasks as assigned.

Qualifications:
Proficient in Microsoft Office software, including Word, Excel & Outlook
Strong written and verbal communication skills
Superior attention to detail and organization
Experience working in an office or other type of administrative environment
Ability to work closely with other staff in a collegial, multi-religious setting
Familiarity with HTML coding, InDesign, Photoshop, and photography skills preferred but not required

Details:
Hours: 10-12 hours per week during the academic year, flex (summer hours negotiable)
Start date: February 2015
Hourly rate: $12.00
Period of employment: 2 year commitment preferred, one year minimum. Position is available only to GTU students. Eligibility for federal work study is not required for this position.

How To Apply:
Send a cover letter and resume to:
Douglas Davidson
Associate Director of Marketing and Communications
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Berkeley, CA 94709
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510-649-2423