Job Announcement
Administrative Assistant for the CIS/CJS/CDS
Madrasa-Midrasha and Chaplaincy Programs
Graduate Theological Union

Located in Berkeley, California, the Graduate Theological Union (GTU) is the largest and most diverse partnership of seminaries and graduate schools in the United States, pursuing interreligious collaboration in teaching, research, ministry, and service. Since its founding in 1962, the GTU has produced thousands of alumni who teach at eminent universities and seminaries, lead and work in a broad variety of arenas – cultural, economic, inter-religious, non-profit and political – to achieve the greatest good.

PRIMARY POSITION PURPOSE:
Provide administrative support and assistance to the Center for Jewish Studies, Center for Islamic Studies, Center for Dharma Studies in day to day operational needs and in the planning and coordinating of the annual Madrasa/Midrasha Program sponsored by CJS/CIS, as well as other related events. The position will report to the CJS/CIS/CDS and Chaplaincy Program Directors as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Prepare event related materials for the programs, including creating and distributing event poster, program advertising emails, and posting on social media sites.

2. Event planning tasks include coordinating catering, room arrangements, media and AV set up.

3. Assist the Directors and Program Coordinators of both CIS, CJS, CDS in administrative work needed.

4. Assist the instructors and guest speakers as part the Madrasa/Midrasha courses, programs, and events. Create course materials/packets as needed to support instructors and guest speakers.

5. Create and maintain a website page for the Madrasa/Midrasha program. Upload new content as well as work on archival materials for the program as needed.

6. Welcome and register course participants and guests of the program and provide assistance to the instructors as needed during the courses.
MINIMUM QUALIFICATIONS 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.

Education & Experience:

- Prior experience in an office setting and/or experience with interfaith 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.

- Prefer 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: Weekend and some evening work is required.

Physical Demands and Work Environment:

- 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.
- Travel – incumbent may be required to travel beyond the GTU campus area.

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.

Application Instructions:
Please send resume/CV with cover letter expressing interest in the role to:
HR@gtu.edu