



**GRADUATE THEOLOGICAL UNION  
BERKELEY, CALIFORNIA**

**JOB OPPORTUNITY**

**Student Affairs Office Manager/GTU Receptionist**

The Graduate Theological Union (GTU) seeks an Office Manager and GTU Receptionist to provide support in the Student Affairs Office. This is a full-time (37.5 hour/week), benefited position.

Located in Berkeley, California, the Graduate Theological Union 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. Visit our website at [www.gtu.edu](http://www.gtu.edu) for more information about the school.

**PRIMARY POSITION PURPOSE**

- The Student Affairs Office Manager/Receptionist functions as the preliminary contact with the inquiring public for GTU and with internal constituents for the Student Affairs Office.
- The Student Affairs Office Manager/Receptionist manages common student affairs office space, equipment and materials to assure that the student affairs staff has the resources necessary and an environment conducive to effective and efficient service.
- The Student Affairs Office Manager/Receptionist assists in making sure the student areas of the LeConte building are open to start services and closed up at the end of the workday.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**A. Receptionist**

1. Operate switchboard: screen and direct calls, take messages, and deliver messages when appropriate.
2. Direct public to administrative offices.
3. Answer questions about various aspects of GTU programs, centers, and activities. Direct inquiries to various parts of the consortium and the GTU staff.

**B. Academic Programs Support**

4. Implement system for maintaining forms, and other program information, and assist students in locating these documents in the office and on the web site.
5. Distribute and receive GTU and cross-registration forms, and distribute ID stickers; receive transcript requests.
6. Maintain housing postings on bulletin board; receive vacancy notices and coordinate listings.
7. Register students for modern foreign language examinations through the year, including updating links on web site.
8. Schedule HEDCO room and Student Lounge use and maintain signs to list activities in rooms.
9. Update doctoral and common MA student contact information in Student Information database.
10. Receive Intent to Graduate forms and develop preliminary graduates/commencement participants database.
11. Commencement support, including assistance with the creation of grad lists for faculty and board review, tracking of student and faculty participation, and forms on web site.
12. Assist Dean of Students and Academic Secretary by implementing systems of effective information exchange of required program paperwork and international student documents.



**C. Student Affairs Office Management**

1. Maintain common areas on the third floor of the GTU LeConte building to assure a welcoming, professional, and functional environment.
2. Maintain binder for emergency procedures
3. Maintain lists of GTU doctoral and MA students, consortium faculty and staff.
4. Receive, stamp and distribute mail for student affairs offices.
5. Manage supplies inventory and servicing for copier, fax and laser printers and serve as operations trouble-shooter.
6. Design and implement system to have available an appropriate stock of supplies for use by student affairs staff and GTU rostered faculty (e.g. Admissions, Academic Administration, Financial Aid, and Registrar).
7. Solicit office supplies orders and make purchases for Academic Administration offices.
8. Maintain coffee, bottled water and lunchroom supplies throughout the building.
9. Maintain procedures manual for office manager/receptionist.

**D. Other duties as assigned**

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and physical demands 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, principal duties.

**MINIMUM QUALIFICATIONS REQUIRED:**

1. Ability to understand the ethos of a theological institution and the structure of an academic program, which is at once intensely academic, theological and multicultural.
2. Knowledge of GTU schools, structures, programs, centers and activities or ability to learn quickly
3. Pleasant and courteous demeanor on the phone, in person, and by email.
4. Ability to operate a multi-line phone system.
5. Two years of administrative experience.
6. Adept at working flexibly in a team environment.
7. Proven ability to handle confidential material accurately and with sensitivity.
8. Demonstrated experience handling administrative tasks speedily and accurately;
9. Strong customer service skills.
10. Ability to effectively present information and respond to questions from managers, faculty, staff, students.
11. Demonstrated attention to detail.
12. Ability to work in a busy office amidst interruptions.
13. Computer experience or ability to learn quickly. Excellent Word document and Excel spreadsheet skills. Experience with student information database is desirable. Interest in using computers to increase office efficiencies.
14. Knowledge of filing systems and ability to maintain organized records.

**APPLICATION INSTRUCTIONS**

Candidates should submit by email to [kkook@gtu.edu](mailto:kkook@gtu.edu), a letter of application addressing qualifications, resume, and the names/contact information for three professional references. Please put "Apply-Office Manager" in the subject line of your email.

Application Deadline: September 28, 2018 or until filled.