



JESUIT SCHOOL OF THEOLOGY IN BERKELEY A GRADUATE SCHOOL OF SANTA CLARA UNIVERSITY

Position: Graduate Student Assistant- Hospitality Operations Team, Office of Student and Community Life

Department Description:

The Office of Student and Community Life office at the Jesuit School of Theology (JST) oversees co-curricular programming, facilitates access to student services that ensure student welfare, and fosters the community life of the school in support of student learning and formation. Hospitality Operations Team (HOT) Members are key staff positions which provide community facing support and coordination for our campus. Team Members staff JST hospitality functions (front desk, first floor community spaces & events, clerical duties) and provide invaluable assistance to Housing and Building Operations. This role offers our students a wonderful opportunity to be a part of our welcoming presence at JST.

Hours Are flexible and adaptable. Applicants who are able to provide 10+ hours a week (during academic session 19 hours max) will be prioritized.

Pay Range: \$18.32/hour.

Essential Duties and Responsibilities

- Front Desk Operations (Answer telephone and route calls; Prepare/Receive/Log mail & packages; Manage parking schedule including visitor spaces; Manage IT Equipment log/inventory; Manage inventory of key supplies for office and hospitality needs)
- Hospitality Operations (Welcome/assist visitors to the JST; Refreshment and kitchen coordination; Provide directions and guidance at JST events)
- Housing/Building Operations (Frontline staff to assist in housing lock outs; Open/Close campus building;)
- Miscellaneous duties as needed and assigned

Qualifications

- Ability to arrive for scheduled work hours regularly and promptly
- An excellent team player, with the ability to communicate effectively and collaborate positively
- Genuine interest in welcoming all to JST and offering assistance and hospitality.
- Willingness to be flexible and excited to engage the community.
- Ability to handle sensitive and confidential information in a professional manner.
- Proactive and patient to the needs of the diverse JST community
- Ability to multitask, maintain a clean, organized work environment
- Excellent written, verbal and interpersonal skills

To apply:

Send resume, and cover letter describing interest and relevant qualifications and experience, to Jenny Girard Malley, Assistant Dean of Student and Community Life, jgirardmalley@scu.edu