



Church Divinity School of the Pacific

STUDENT WORKER POSITION DESCRIPTION

Position Title: Front Office Assistant

Department: Business Office (53)

Supervisor: Melville Hayes-Martin

Description:

The purpose of this position is to provide support for Front Office functions including Reception and Housing functions. Position includes but is not limited to the following activities: Opening and closing office; shipment receiving; mail distribution and forwarding; payment processing; data processing; guest services; handling phone enquiries to CDSP main number, including call transfers; facilities management; parking lot management; a variety of office technology-based tasks including scanning, word processing; supply orders; assistance with a variety of business functions related to student housing.

Qualifications:

Experience: Retail/Customer-facing, Admin, Operations preferred

Special Skills: Computing skills including word processing, spreadsheet and data entry

Details:

Hours per week: 6-12

Date job begins: 1 July 2017

Hourly rate: \$12.53

Period of Employment: Through 30 June 2018, with option to renew

Classified: Non-exempt

Apply to:

Melville Hayes-Martin, Operations Manager

Church Divinity School of the Pacific

2450 Le Conte Ave.

Berkeley, CA 94709

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