



# Church Divinity School of the Pacific

## **STUDENT WORKER POSITION DESCRIPTION**

**Position Title:** Student Assistant (Pool)

**Department:** Varies by Tasks

**Supervisor:** Elsbeth Wetherill

### **Description:**

Each Student Assistant will be a member of a pool of student workers who may be available and willing to support CDSP staff on an as-needed basis. All work opportunities will be offered via email to the pool as a group and the first respondent who can meet the need will be given the assignment.

Tasks will vary by department, time of year, and current need. Tasks to be performed by the Student Assistants may include:

- Assist staff with administrative and clerical tasks, such as mailings
- Coordinate or assist with logistics of events, conferences and meetings
- Set up catering, coffee, and snacks for events and meetings
- Assist with parking, signage, packets, nametags for events and meetings
- Act as “concierge” for event guests, resolving issues that come up during event
- Record or Livestream events and meetings
- Set up meeting and event space furnishings and A/V equipment
- Manage credit card transactions at events

### **Qualifications:**

Administrative ability and experience; computer competence (including intermediate Microsoft Excel and Word. Desired: basic Access skills); retail or receipt handling experience; excellent customer service and communication skills; attention to detail; initiative; good judgment.

Must be able to lift 25lbs.

Being available during the summer is highly preferable, but not required.

Must be available some early mornings and weekends.

### **Details:**

Hours per week: Variable and subject to task availability. Consideration will be given for reading weeks, Thanksgiving holiday and finals week.

Date job begins: ASAP

Hourly rate: \$12.53

Period of Employment: Through 30 June 2017

Classified: Non-exempt

Federal Work Study preferred, but not required.

### **Apply to:**

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