



PACIFIC
SCHOOL OF
RELIGION

JOB DESCRIPTION			
Job Title:	Assistant, Student – CLGS Latinx Roundtable		
Job Location:	Remote	Classification:	N/A
		FLSA Status:	Non-Exempt
Reports to:	Coordinator of the Latinx Roundtable	Hours per week:	2-3 hours a week
Job Title(s) Supervised:	N/A	% FTE	.08
JOB SUMMARY			
<p>Assist the Latinx Roundtable Coordinator in the development and coordination of various projects. This position reports to the Executive Director, The Center for LGBTQ and Gender Studies in Religion (CLGS) , who will prioritize assignments.</p> <p><i>Proof of vaccination is required. Federal Work Study students strongly encouraged to apply.</i></p>			
JOB DESCRIPTION			
<u>ESSENTIAL FUNCTIONS</u>			
<ul style="list-style-type: none"> • Administrative tasks • Updating of the website and other social media platforms • Re-formatting of current resources for online use • Inventory management 			
<u>GENERAL ACCOUNTABILITIES</u>			
Administrative – (approximate 50 % of effort):			
<ul style="list-style-type: none"> • Administrative follow-up with Speakers of the Queer Latinx Faith Conversations • Regular updating of the website and other social media platforms • Re-formatting of current resources for online use • Booklet inventory management 			
Support for the Executive Director (approximate 50% of effort):			
<ul style="list-style-type: none"> • Assist with any administrative needs of the department as directed by the Executive Director • Prepare material and participate in meaningful ways to advance the completion of projects. 			



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- Other duties as assigned

REQUIRED JOB QUALIFICATIONS:

- Demonstrated excellence in organizational, communication, writing, and editing skills
- Ability to effectively manage multiple projects and tasks with strong attention to detail and ability to be punctual and meet deadlines.
- Ability to work independently, function cooperatively as a member of a diverse team, and establish effective working relationships with students, staff, and faculty.
- Commitment to dismantling racism and experience in community building in a cross-cultural context and some knowledge of diverse communities, including people of color, international students, persons with disabilities, LGBTQ people, etc.
- A passion and affinity for creative projects
- Well-organized & practices proactive communication skills
- Strong knowledge of MS Office Suite (Word, Excel, Publisher, Outlook Mail, and Calendar functions)
- Basic knowledge of Facebook, Instagram, Twitter and other social media platforms, Google functions (docs, forms), and cloud file-sharing (Dropbox).
- Ability to fulfill office support tasks such as: electronic filing, scanning, creating professional and user-friendly web pages and posts, creating informational documents and event flyers, managing online file sharing.
- Ability to learn procedures, processes, and software functions reasonably quickly and self-directed once basic training is provided.

PREFERRED JOB QUALIFICATIONS

- Prior experience as an administrative assistant.

Competencies:

- Achievement oriented
- Creative thinker
- Solutions oriented
- Strong ability to express orally
- Skilled in fluency of ideas

REQUIRED JOB QUALIFICATIONS

Education and Experience Requirement(s):

Bachelor's degree

Physical Requirements:

- **Vision** - Close vision, distance vision, depth perception and ability to adjust focus.
- **Hearing** - Ability to hear verbal communications and to carry on telephone conversations.



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- **Clear Speech** - Ability to communicate clearly to others.
- **Manual Dexterity** - Ability to use computer keyboard and other office equipment.
- **Sitting** – Prolonged periods sitting at a desk, working on a computer and in meetings.
- **Lifting/Pushing/Pulling** – Occasional lifting up to 25 pounds.

At PSR, we are proud to be an equal opportunity workplace and an affirmative action employer. As such, individuals are recruited, hired, and assigned without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, protected veteran status, or any other protected status or category.

CERTIFICATION

I certify that I have read, understand, and meet the functions and requirements as described in this job description.

Acknowledged by Employee:		Date:	
Reviewed by HR:		Date:	
Reviewed by Manager:		Date:	