PACIFIC
SCHOOL OF
RELIGION

JOB DESCRIPTION			
Job Title:	**Student Assistant**		
Job Location:	Remote or Local	**Classification:**	N/A
		FLSA Status:	Non-Exempt
Reports to:	Rev. Tana Roseboro – Program Coordinator for Theological Education for Leadership (TEL)	**Hours per week:**	12-20 hours a week
Job Title(s) Supervised:	TEL Student Admin	**% FTE**	.08

JOB DESCRIPTION

Assist the Theological Education for Leadership (TEL) program with all TEL initiatives, particularly the certificate programs. Create and maintain administrative systems to support TEL online learning classes and seminars; provide Zoom and Moodle support prior to and during TEL classes; basic office support (office organization, copying, creating, and maintaining online files); communicate with students and instructors and respond to program inquiries; create flyers; and work on longer-term projects as they arise, are among the responsibilities.

Proof of vaccination is required. Federal Work Study students strongly encouraged to apply.

REQUIRED JOB QUALIFICATIONS:
- Well organized, with prior office skills
- Proficiency with personal computers, word processing – including Microsoft Word, Outlook mail and calendar functions, Excel, online resources, and social media platforms (e.g., Facebook, Twitter), and other online technologies.
- Demonstrates excellence in communication, writing, and editing skills.
- Competence in maintaining, filing, and record retention systems.
- Proficiency with Zoom meeting functions, including meeting scheduling, share screen, breakout rooms, recording, etc.

- Proficiency with Moodle Teaching Assistant functions, including creating and updating course informatio, documents, and student assignments.
- Ability to fulfill office support tasks such as: electronic filing, scanning, creating professional and user-friendly social media posts, managing online file sharing.
- Ability to create and manage systems for tracking certificate requirements, trainings, meeting attendance, and event preparation, and providing summary and detailed status reports on a regular basis.
- Flexibility with unexpected projects or events. Ability to reassess priorities for assigned projects.
- Ability to learn procedures, processes, and software functions reasonably quickly and self-directed once basic training is provided.
- Ability to offer Moodle and Zoom training and tech support to students not proficient in technology.
- Must be able to support Zoom courses on Saturdays, 2x per month, 12-3P (PST) and 11A-2P (PDT)
- Familiarity with creating interactive PDF documents, and/or experience with Adobe Creative Suite products (or equivalent Adobe compatible software) a plus.

PREFERRED JOB QUALIFICATIONS
- Prior experience as an administrative assistant.
- Professionalism and reliability

Competencies:
- Attention to detail
- Creative thinker
- Effective written and oral communication skills
- Strong organizational and time management skills

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.
- **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.

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:**	