

EMPLOYEE POSITION DESCRIPTION

Position:	IRF and CSCL Graduate Assistant
Supervisor:	Director of the Institute of Religious Formation and the Center for the Study of Consecrated Life
Classification:	Part-Time, Support Staff
Pay Range:	\$16.80 - \$20.00 per hour
Hours:	10 hours per week (may increase to 20 hours per week as the program progresses)
Start Date:	October 2024

General Summary:

The IRF and CSCL Student Assistant provides administrative and organizational support to the Institute of Religious Formation (IRF) and the Center for the Study of Consecrated Life (CSCL). This role is essential in assisting with the coordination and communication necessary for the smooth operation of both programs. The Graduate Assistant will work closely with the Director to ensure that all administrative tasks are handled efficiently and professionally.

Essential Duties and Responsibilities:

- **Communication:**
 - Assist with responding to inquiries related to IRF and CSCL programs.
 - Answer all communications professionally and direct them as needed.
 - Coordinate and manage email correspondence for IRF and CSCL.
 - Maintain and update mailing lists and databases.
- **Event Coordination:**
 - Assist in organizing events such as orientations, closing activities, and other program-related events.
 - Support the planning and execution of special events, including Holy Land trips, pilgrimages and graduation ceremonies.
 - Coordinate with the Director the logistical needs for guest speakers and program participants.
- **Office Management:**
 - Organize and maintain program files, both digital and physical.
 - Order and manage office supplies as needed.
 - Assist in maintaining a clean and organized work environment.
- **Academic and Student Support:**
 - Provide support to program participants, including addressing individual needs and requests with the Director.
 - Assist in preparing and distributing materials for classes and events.
 - Facilitate the online classroom experience, including setting up virtual meetings and assisting with technical needs.
- **Digital Learning Management:**
 - Support the use of digital learning platforms (e.g., D2L) for both IRF and CSCL.

- Coordinate updates and manage content on digital platforms as needed.
- Setup Zoom meeting and be the Zoom operator when needed using the Zoom Room amenities of the CTU building.

Qualifications:

- **Skills and Abilities:**

- Strong organizational skills and attention to detail.
- Excellent communication skills, both verbal and written.
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel) and Zoom.
- Ability to prioritize tasks and manage time effectively.
- Friendly and professional demeanor.
- Ability to work independently and as part of a team.

- **Education:**

- Current enrollment in a CTU graduate program or graduate program at an accredited institution in theology, ministry or equivalent.

Application Instructions: Interested applicants should apply to the CTU Opportunities page - <https://www.ctu.edu/opportunities-at-ctu/>.