



PACIFIC  
SCHOOL OF  
RELIGION

JOB DESCRIPTION			
<b>Job Title:</b>	<b>Student Assistant – CLGS Asian American Pacific Islander Roundtable (AAPIRT)</b>		
<b>Job Location:</b>	Remote	<b>Classification:</b>	N/A
		<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Coordinator of the CLGS Asian American Pacific Islander Roundtable	<b>Hours per week:</b>	2-3 hours a week
<b>Job Title(s) Supervised:</b>	N/A	<b>% FTE</b>	.08
JOB SUMMARY			
<p>Assist the Asian American &amp; Pacific Islander Roundtable (AAPIRT) Coordinator in the development and coordination of various AAPIRT current projects. The primary focus will be the Zine Project. 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"> <li>• Support the creative development of the Zine’s structure &amp; theme</li> <li>• Organize the Zine’s community submission form</li> <li>• Expand the Zine’s outreach to relevant community members.</li> </ul>			
<u>GENERAL ACCOUNTABILITIES</u>			
<b>Administrative – Zine, bi-annual online publication (approximate 50 % of effort):</b>			
<ul style="list-style-type: none"> <li>• Provide administrative, logistical, and overall assistance in Zine.</li> <li>• Managing submission forms for Zine</li> <li>• Drive the community outreach for Zine</li> </ul>			
<b>Support for the Executive Director (approximate 50% of effort):</b>			
<ul style="list-style-type: none"> <li>• Assist with any administrative needs of the department as directed by the Executive Director</li> <li>• Prepare material and participate in meaningful ways to advance the completion of projects.</li> </ul>			



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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.
- Competence in maintaining filing and record retention systems
- Proficiency with personal computers, word processing – including Microsoft Word, Outlook, and Excel, online resources, and social media platforms (e.g., Facebook, Twitter), and online technologies

**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.
- **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.



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*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.

<b>Acknowledged by Employee:</b>		<b>Date:</b>	
<b>Reviewed by HR:</b>		<b>Date:</b>	
<b>Reviewed by Manager:</b>		<b>Date:</b>	