

Office	School of Theology and Religious Studies
Building	Caldwell
Room	113
Contact	Sharon Miller-McCoy
Contact Email	millermccoy@cua.edu
Campus Phone	6846
Student Position	Graduate Assistant
New Submission	Yes
Job Number	1343
Work Study Hours	19
Applying	millermccoy@cua.edu
Job Description	
<p>The School of Theology and Religious Studies (STRS) is seeking a graduate assistant to work on various projects and administrative tasks for the department. The student will answer STRS phone calls and greet visitors in the main office; scan, photocopy and collate documents; deliver urgent documents to other offices on campus. The student will be expected to not only post updates to the STRS website, but also assist with the reorganization and redesign of the site.</p>	
Special Skills	
<p>Ability to speak professionally with students and communicate well with faculty. Strong attention to detail and confidentiality is required. Computer skills in Microsoft office. Prefer previous experience with web sites and social media.</p>	