GSCofficeStaff

The Graduate Student Council is seeking office staff to work in the GSC main office for both the summer session II (beginning on Monday, July 6) and for the fall semester

Hours for the summer and fall will vary depending on how many individuals are hired.

Total staffing hours for the fall semester will be 20 hours per week, total staffing hours for the summer will be 20 hours per week.

The position reports directly to the GSC Office Manager and the four GSC officers.

Responsibilities include:

- Providing general clerical support to the GSC officers (President, Vice President, Treasurer and Secretary) and chairs.
- Regular cleaning of the GSC lounge space in West Hall including, but not limited to, vacuuming, dusting, and maintaining the general order of the lounge space.
- Assist in maintaining lounge computers
- Serve as the front line service person for difficulties with GSC copier
- Attending monthly GSC meetings held (normally) the first Monday of each month. This will be an expected responsibility of the position. The hour each month spent attending the GSC monthly meeting will not be compensated.
- Assigning and keeping track of lockers in the GSC lounge
- Working with the office manager to make weekly deposits to Student Activities
- Monitoring West Hall Cafe
- Assisting with GSC correspondence, poster and delivering materials to various departments
- Provide basic assistance and information for visitors and users of the GSC lounge
- Sell tickets to various events (apple picking, ballet, symphony).
- Support the production of the GSC Newsletter, the Grad Grind

Qualifications:

- Applicants must be a current masters or phd candidates in the School of Arts and Sciences or the School of Engineering at Tufts University or masters or phd candidates enrolling for the fall 2009 semester in the School of Arts and Sciences or the School of Engineering
- Knowledge of Microsoft Office Suite, basic accounting skills, customer service background, effective organization and communication skills are critical. Experience in desktop publishing and event organizing are desired.

Application:
To apply, please send a cover letter with your current cv/resume to:

**By mail:**
David Proctor  
Office Manager  
321 Eaton Hall--Classics  
Tufts University  
Medford, MA 02155

**By email:**
gsc@tufts.edu

**By fax:**
617-627-2896