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