University of Puget Sound Kilworth Memorial Chapel Assistant for 2013-2014

**Hours:** 10 hours weekly during the academic year

**Job Description:** The Chapel Assistant serves a very important role within both Kilworth Memorial Chapel and the offices of Spirituality, Service & Social Justice, Multicultural Student Services, and Student Activities. Kilworth Memorial Chapel hosts a variety of events throughout the year including weddings & unions, memorials and related to religious life/faith traditions/spirituality. The Chapel Assistant provides excellent customer service, performs all necessary duties related to the Chapel, and manages the building as a whole.

The offices of Spirituality, Service & Social Justice, Multicultural Student Services, and Student Activities provide information, understanding and resources related to diversity, creating an inclusive campus environment, and serving the University of Puget Sound and neighboring communities. The Chapel Assistant will serve as a backup office assistant within these departments and to the Suite 203 staff members.

**Kilworth Memorial Chapel Event Management:**

- Book reservations, follow up with Chapel guests to find out what their setup and breakdown needs are, send out reminders, reschedule or cancel reservations, maintain the Kilworth Chapel calendar.
- Attend events to manage building, run sound system, unlock doors, setup and breakdown events, and serve as a representative of the Chaplain’s office.
- Provide tours to prospective Chapel guests.
- Create posters, banners, and other informational pieces related to Kilworth Memorial Chapel and Suite 203 events. Post publications around campus and take them down when the event has passed.
- Performing other duties as assigned.

**General Chapel & Suite 203 Office Support:**

- Customer service - greeting visitors, answering phones and taking messages, answering questions, providing resources, etc.
- Check Kilworth Memorial Chapel email, answer questions, manage inbox, send out Kilworth Memorial Chapel calendars to necessary departments.
- Making copies, faxing and scanning, delivering and picking up mail, etc.
- File management of wedding, union, and memorial files. Create informational packets and mail out to prospective customers and guests.
- Data entry and provide assistance in preparing documents and reports. Research projects for the University Chaplain and the offices of Spirituality, Service, and Social Justice as well as Multicultural Student Services, and Student Activities.
- Basic cleaning of the Chapel and Suite 203 offices and supplies, maintaining a professional environment and assisting in restocking the Chapel office with necessary supplies.
- Performing other duties as assigned.

**Qualifications:**

- A positive attitude and willingness to perform assigned duties with excellence and a team player.
- Strong verbal and written communication skills.
- Commitment to and understanding of confidentiality required.
- Prior office experience and basic computer skills preferred, but not required.
- Prior customer service experience preferred, but not required.
- Event management and/or publicity experience preferred, but not required.

**Please Apply By:** Emailing your cover letter and resume to Helen Garczynski, hgarczynski@pugetsound.edu.

*We are an equal opportunity employer and applicants will be treated without regard to age, sex, religion, race, national origin, sexual orientation, gender identification, physical or mental disability, or any other status protected by law.*