

Location: Dominican School of Philosophy & Theology-Berkeley, CA
Position: FT Office Manager

The Dominican School of Philosophy and Theology is looking for an excellent team member who would like to take on the full-time role of Office Manager on our campus in Berkeley. This position will involve a wide range of responsibilities including day to day support for our faculty, staff, and students in the operations of the school as well as assisting in fundraising and event management. Includes medical, dental and 401K benefits. More info at dspt.edu/employment.