

Position Title: *Administrative Assistant to Management*

The Assistant to Management offers his/her seva supporting ashram Management in Management's coordination role of overseeing various departments of Gurudev Siddha Peeth to ensure the success of the ashram in alignment with the vision and mission of Siddha Yoga.

Responsibilities include:

- Assist in scheduling meetings and maintaining the schedule/calendar of the Manager(s)
- Liaise and interact with the various departments (in person, by e-mail, etc.) to assist with follow-ups on behalf of Management
- Collate agendas and attend meetings with and on behalf of Management, to document minutes and assist with implementation, follow up status and monitoring progress of action points.
- Create and maintain two-way systems of information/communication flow between Department Coordinators and Management via departmental reports and regular one-on-one and large group meetings.

Qualifications include:

- Fluency in English a must
- Strong writing, communication, and listening skills
- Excellent organization and documentation skills
- Good computer skills: Familiarity with Word, Excel, Power Point, Outlook e-mail, calendar, MS Photo Editor, Visio.
- Easefulness: calm presence, very grounded in busy times and at times of demanding situations
- Self-motivated, enthusiastic and effective team player

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

For students residing in India:

indianapplications@gspa.org

Phone (02522) 261600 ext 2194

For students residing out of India:

internationalapplications@gspa.org

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