

**Position Title: Administrative Assistant and Receipts Processor for Dakshina**

This key administrative role supports the Dakshina Area and also processes dakshina offerings in a timely manner.

**Responsibilities include:**

- Maintains checklists and procedures
- Processes dakshina offerings
- Completes data-entry paperwork
- Maintains organizational information and filing system
- Creates charts and lists

**Qualifications include:**

- Strong organizational skills
- Ability to research, analyze, and synthesize information
- Computer skills: Outlook, Word, and Excel
- Flexible, responsive, proactive, and self-motivated
- Strong command of the English language

If you are interested in this seva role, please contact the Gurukula office at [Gurukula@syda.org](mailto:Gurukula@syda.org) for a more complete seva description and an application.