

Position Title: Switchboard Operator

The primary role of the Switchboard Operator is to connect outside callers to the correct sevite or department of the SYDA Foundation at Shree Muktananda Ashram.

Responsibilities include:

- Screens calls quickly and directs callers to the appropriate department or person
- Operates paging system
- Monitors emergency calls such as fire alarms and liaises between management and the Security Department
- Arranges conference calls
- Educates end users on use of the telephone system (phone guide, voice mail system, etc.)

Qualifications include:

- Has excellent interpersonal skills—respectful, diplomatic, and grounded
- Able to demonstrate a good understanding of Siddha Yoga philosophy and culture
- Is flexible, responsive, proactive, and self-motivated
- Has effective communication and listening skills
- Able to remain calm and focused in case of emergency

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