This is an in-person on-campus position.

Qualified candidates will at least be in their second year at Oxy, though we will consider strong applicants in their second semester of the first year. **Students must be able to work during regular office hours.** Preference will be given to those students that can commit to blocks of time that are 2 hours or more.

**Duties/Responsibilities:**
- All aspects of student record imaging and indexing
- Serve as support at the front desk. Answer questions regarding college policy and office procedures and responsible for document intake and processing (will be trained).
- Assist with coding major and minor declarations and updating advisor assignments
- General data entry
- Other duties as assigned

**Requirements:**
- Strong communication skills (written and oral)
- Courteous and able to work well with others
- Self-motivated and a positive attitude
- Ability to exercise sound judgement and work independently
- Dependable
- Comfortable reading and interpreting spreadsheets
- Detail oriented
- Must be willing to sign and uphold Confidentiality Agreement

**Start Date:** As soon as possible  
**End Date:** Varies

**Work Schedule:** M-F, 9AM - 5PM
**Starting Pay Rate:** $16.04/Hour (Effective 07/01/2023: $16.90/Hour)

To apply, please submit student employment application to James Herr at herr@oxy.edu