OXY
Occidental College

Student Assistant
Office of the Registrar

Summer 2023

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