Student Office Assistant  
*Physics Department*

2023-2024 Academic Year

**Duties/Responsibilities:**
- Create flyers for department events
- Create social media posts for the department
- Assist department coordinator with everyday tasks
- Monitor office supply inventory
- Pick up and deliver documents to their appropriate departments
- Place student homework in their appropriate mailboxes
- Sort faculty mail
- Other duties as appropriate and necessary

**Qualifications:**
- Strong written and verbal communication skills
- Strong interpersonal skills
- Punctual and reliable
- Experience with Canva, the Google Suite (i.e., Docs, Sheets, Forms, etc.), and Microsoft Office (i.e., Word, Excel, PowerPoint, etc.)
- Experience using office equipment (e.g., copier, scanner, printer, phones, computers) and tracking supply inventory
- Ability to lift up to 30 lbs

**Start date:** 11/06/23  
**End date:** 05/11/24

**Work Schedule:** Flexible, Any time between 09:30 AM and 5 PM Monday-Friday

**Hours Per Week:** 4-6 hours/week  
**Starting pay rate:** $16.78

**Work Award:** Yes or No

To apply, please submit student employment [application](mailto:physgeobiochem@oxy.edu) to physgeobiochem@oxy.edu