Student Office Assistant

Writing and Rhetoric / Writing Center

Fall 2023 - Spring 2024

Duties/Responsibilities:
1. copying and scanning, creating flyers, etc.
2. assist with projects as required (i.e. prepare materials for distribution, create spreadsheets, event set-up, etc.).
3. maintain office supply inventory
4. data entry
5. Moodle support and design (courses and department)
6. update/maintain department & WC bulletin boards
7. errands to run paperwork to AGC, other campus offices
8. communicate with faculty, admins, and directors
9. perform other duties as needed

Qualifications:

Minimum Qualifications
- excellent verbal and written communication skills
- strong organizational skills
- self-starter
- dependable
- ability to work independently
- ability to problem solve
- familiarity with Google platforms and Microsoft Office
- positive attitude
- ability to meet deadlines (often with quick turnaround time)

Start date: November 2023

End date: May 11, 2024

Work Schedule: flexible between Mon - Fri 9:00am-5:00pm

Hours Per Week: 2 - 4 (will depend on hours worked)

Starting pay rate: $16.78 per hour

To apply, please submit student employment application to anavarro2@oxy.edu