



Student Assistant

Office of the Registrar

Summer 2025

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 a Confidentiality Agreement

Start Date: May 2025

End Date: August 16, 2025

Office Hours: M-TH 9AM -4PM, F 9AM-12PM

Pay Rate: \$17.28 per hour and effective July 1, 2025, \$17.87 per hour

Any questions: please contact Morgan Flynn at flynnm@oxy.edu