



Front Office Assistant

Student Leadership, Involvement & Community Engagement (SLICE)

Fall 2025

SLICE integrates programs focused on leadership, activities, and community engagement to create a robust student experience both on and off-campus. We offer students various opportunities to embody Occidental College's values by fostering leadership, social justice, and a sense of belonging.

Our mission is to support student autonomy through mentorship and advising at every stage of their matriculation at Occidental. We encourage students to apply their liberal arts education in practical settings, linking their on-campus learning with meaningful off-campus experiences addressing social concerns. By doing so, SLICE aims to nurture students into responsible community members who are committed to creating a more just, livable, and democratic society. We uphold diversity and are dedicated to promoting a life of public good and social justice.

Position Summary:

SLICE Office Assistants are essential student-facing representatives of the SLICE department. This role combines administrative responsibilities, peer support, and leadership development through assigned lead projects. Assistants are expected to deliver high-quality service at the front desk while supporting campus involvement and event planning through a variety of specialized tasks.

Core Responsibilities:

Office Assistants may work up to 10 hours a week in the SLICE office supporting office functions, collaborating with college departments and offices, and assisting in SLICE campus-wide events. Office Assistants are required to assist the SLICE staff with administrative duties such as the following:

- Front Desk Operations:
 - Answer phone calls professionally using approved greeting scripts
 - Greet visitors, answer questions, or refer to appropriate staff
 - Monitor and respond to SLICE email (Gmail inbox management)
 - Maintain a clean and organized workspace
- Administrative Tasks:
 - Sort and distribute mail and packages
 - Track office supplies and assist with inventory checkout for clubs
 - Refill PPE supplies (e.g., mask box) and communicate with Emmons for restocking
 - Assist in updating and maintaining digital club databases and shared drives
 - Scan and file documents to the SLICE Drive
- Event Support:
 - Assist with space reservations using Master Calendar (25Live)
 - Help student organizations navigate event planning policies and forms
 - Notify staff of CEAC-worthy events and support logistics preparations
 - Provide support for publicity, such as reviewing poster requests or quad chalking
- Technology & Systems:
 - Navigate RAFTR to assist clubs with posts, events, and updates
 - Use shared Google Forms, Sheets, and Docs for communication and records

- Use email templates to respond to frequent student inquiries

Leadership Development – Lead Project Assignment

In addition to daily responsibilities, each assistant will be assigned a Lead Project to manage throughout the semester. This is a developmental opportunity that involves independent project management, problem-solving, and collaboration with staff and peers.

- Primary Project Examples:
 - Space Request Historian – Track and label space requests, flag CEAC events
 - Club Commissioner – Maintain club documentation and assist with club formation
 - Creative Cat – Design visual content and newsletters for SLICE communications
 - TV Tinkerer – Produce engaging digital signage for weekly event roundups
 - RAFTR Administrator – Ensure accurate club/event presence on RAFTR
 - Funds Facilitator – Process reimbursement forms and manage SLICE finances
 - Timekeeper – Send reminders for timesheet submissions
- Secondary Projects (Optional Add-On):
 - Poster Patrol, Email Cleanup, Green Thumb, Mask Agent, Cleaning Officer, Balloon Boss

Each student must complete at least one Primary Project. A secondary project may be added based on interest and supervisor approval

Qualifications:

- Strong interpersonal communication skills
- Attention to detail and organizational ability
- Comfort with technology (Google Suite, 25Live, RAFTR)
- Accountability and professionalism in public-facing roles
- Commitment to SLICE's mission of student development and engagement

Start date: August 17, 2025

End date: December 20, 2025

Work Schedule: Weekdays between 9:00 am and 5:00 pm (but must be flexible)--availability on some nights and weekends for special events.

Hours Per Week: 10 hours a week

Starting pay rate: \$17.87 hr

Work location: SLICE Office (JSC first floor)

Work Study: Yes

To apply, please fill this [application](#).

