



Student Office Assistant

Disability Services

2025-2026 Academic Year

Duties/Responsibilities:

The Office Assistant will support the office of Disability Services. They will report to the Assistant Director of Disability Services and work with the Assistant Director and the Testing Center Coordinator assisting with tasks such as, but not limited to:

- Provide the Testing Center with front desk coverage (welcome visitors, answer phones, take messages, etc.) (2-3 hours a per week)
- Assist with scanning, photocopying, faxing, etc.
- Assist with planning and implementing Disability Services Programming- designing and posting fliers, social media posts, set up and take down for workshops and events

Qualifications:

- Ability to interact with students, faculty and staff from diverse backgrounds
- Strong organizational skills
- Strong customer service skills
- Experience with office equipment (i.e., fax, copier, telephone, etc.) preferable
- Self-starter, motivated, and dependable
- Must be flexible, adaptable, and willing to work as a team
- Ability to work independently

Start date: 8/27/2025

End date: 5/09/2026

Work Schedule: Regular weekly hours set by the Assistant Director, and accommodating the class schedule of the student

Hours Per Week: 5 hours

Starting pay rate: \$17.87 per hour

Work Study: No

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