



Student Assistant

Office of Strategic Initiatives (Institutional Advancement)

AY 2025-26

Duties/Responsibilities:

- This hybrid position provides administrative support of the Institutional Advancement Office of Strategic Initiatives (OSI).
- Duties and responsibilities include, amongst others, the preparation and editing of correspondence, proposals, reports, and donor profiles; assistance with maintaining OSI's filing systems; conducting research; data entry and management of data spreadsheets; department summary writing; analysis and interpretation of data; provide overall support.
- Additional duties as assigned.

Qualifications/Position Requirements/Preferences (Specific computer skills/software; course completion, dress requirements, etc.):

- Demonstrate ability to work with highly confidential information; stay focused; solid writing and editing skills; detail-oriented; organized; advanced computer skills; professional demeanor and excellent communication skills; positive attitude; work independently on projects.

Start date: On or after August 17, 2025 **End date:** On or before December 19 (option to extend employment through the spring semester)

Work Schedule: Monday-Friday between 9:00AM-5:00PM. Some staff work from home on Tuesdays and Fridays, you'll work with the supervisor to create your schedule.

Hours Per Week: 6 -10 hours/week

Starting pay rate: \$17.87/hr

Work Study: Yes

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