



URC Office Assistant

Undergraduate Research Center

Academic Year: Fall 2025 – Spring 2026

Duties/Responsibilities:

In-office customer service. General office support with email, in-person, Zoom, or Google Meet inquiries, social media accounts, data entry, website maintenance for the URC, etc. Write and edit quarterly department newsletter. Coordinate with the URC Student Ambassadors to advertise events and presentations— other duties as assigned.

Qualifications:

Experience with website editing, Canva-like programs, Word, Excel, and PowerPoint will be helpful. Manage student inquiries through in-person, phone, email, Zoom/Google Meets, and social media interactions. Maintain an Instagram account with up-to-date information regarding upcoming deadlines and other important URC info.

Creative layout skills and journalism-style writing skills for the newsletter are required. Accurate typing and attention to detail are a must. Responsible for soliciting information and content (interviews, images, etc.) from students to be featured in the quarterly newsletter.

Good customer service skills, and ability to work with confidential information. Candidates must be responsible and dependable and able to work with little supervision. Knowledge about or experience with the URC programs is a plus.

*** Along with the student employment application please provide 1-2 writing samples showing your analytical writing skills. (max of 4 pages total).**

Start date: September 2025

End date: May 2026

Work Schedule: Flexible work schedule within URC office hours: Mon-Fri, 9:00 am – 5:00 pm

Hours Per Week: Varies, 8-10 hours

Starting pay rate: \$17.87/hour

Work Award: Yes

To apply, please submit a student employment [application](#), writing samples, class schedule, and CV to khernandez@oxy.edu.