



Student Assistant

Office of Community & Equity

Fall 2025

The Office of Community and Equity (OC&E) is looking for a student leader to support the JEID Education Specialist in social change oriented programming, capacity building, and community outreach initiatives. The Student Assistant for Community and Equity will support collaboration with the entire campus community: students, faculty, staff and alumni to increase visibility of the OC&E, honor the intentional focus areas of **Recruitment & Retention**, **Culture & Community**, and **Teaching and Learning**.

Duties/Responsibilities:

- Develop and implement JEID related training initiatives for the OXY community
- Engage in meaningful connections and strengthen relationships with students, staff, faculty & alumni as a representative of the OC&E
- Liaise with student organizations to better support unique needs of student community members
- Coordinate, promote, and participate in OC&E tabling events
- Work closely with professional staff to create greater access to resources for minoritized communities at OXY
- Develop and facilitate workshops, trainings, and other professional development programs for student community members
- Support the needs of the ICC physical space maintenance
- Administrative responsibilities (i.e., professional emails, phone calls, creating graphics, inputting survey data, etc.)
- Support and attend OC&E sponsored programs pertaining to social issues that impact those in our global community
- Collaborate with ICC Equity Ambassadors on various projects and assignments
- Attend mandatory staff meetings and trainings

- Maintain a calendar of outreach activities and RAFTR, including community events, workshops, appearances and other communication opportunities
- Other duties as assigned

Qualifications:

- Self-starter
- Strong communication and organizational skills
- Willingness to engage in challenging and meaningful conversations
- Comfort in public speaking
- Ability to communicate what Justice, Equity, Inclusion, and Diversity mean and why they matters
- Self-awareness and capacity to build rapport/establish relationships with diverse groups
- Ability to work as a part of a team and collaborate
- Ability to collect and disseminate resources to minoritized students
- Experience with culturally sensitive outreach and social media (Ex: Canva and Instagram)

Start date: September 6, 2025

End date: April 28, 2026

Work Schedule: Between Monday – Friday, 9:00 AM – 5:00 PM (Possible evening and weekend hours)

Hours Per Week: 8-10

Starting pay rate: \$17.87

Work Award: Yes

To apply, please submit a student employment [application](#) to aguerrero3@oxy.edu