



## Card Office Assistant

### *Card Office / ITS*

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*Fall 2025 & Spring 2026*

#### **Duties/Responsibilities:**

- print & encode IDs with proper access for students, staff, faculty
- replace batteries in locks and assist with student lock outs
- update / reprogram dorm room, practice rooms, locker rooms, teaching lab locks
- reply to emails and answer phone calls
- miscellaneous office duties / tasks

#### **Qualifications:**

- strong written & oral communication skills
- good computer skills – willing to learn card office software & hardware
- dependable & detail oriented
- able to be certified to drive on campus carts (preferred but not required)

**Start date:** 08/17/2025

**End date:** 05/09/2026

**Work Schedule:** flexible days and hours weekends included

**Hours Per Week:** 8 hours

**Starting pay rate:** \$17.87

To apply, please submit student employment [application](#) to Omar Mejorado (omejorado@oxy.edu)