



Budget & Project Student Assistant

Information Technology Services

Fall 2024- Spring 2025

Duties/Responsibilities:

- Creating & managing materials & financial reports for regular day to day business, such as spreadsheets and databases used for tracking, financial forecasting, fiscal year-end closeout & budget balancing
- Working with ITS, other Occidental departments & vendors to purchase technology-related items & review, verify & process software, service & maintenance contracts, renewals, etc. for the College
- Working with the Business Office on processing financial transactions related to technology purchasing & software, service & maintenance contracts, renewals, etc.
- Assisting with ITS projects & research
- Assisting with ITS internal supply orders & professional development arrangements
- Assisting with ITS employee daily attendance tracking & reporting
- Processing invoices, filing, scanning & electronically sharing/transmitting/transporting documents
- Assisting other ITS groups with tasks when needed
- Other duties as needed

This position offers many opportunities for garnering new skills from programming to technical support. In previous years students in these positions have worked on special projects ranging from developing high level financial reports, creating systems for auditing & tracking hardware & software inventory, campus wide roll outs of new technology & researching best practices for technology in Higher Education for the creation & implementation of new policies here at Occidental. This position offers many possibilities to work directly with the College's CIO and IT Directors.

Qualifications:

MS Office, Excel (familiarity using formulas within Excel for budgeting and forecasting), math computation, problem solving and analytical ability, experience using Google Drive, familiarity with Adobe software, organized, punctual, positive attitude, self-starter. Great attention to detail a MUST. Students majoring in Economics, Math or Physics preferred.

Start date: August 2024

End date: May 2025

Work Schedule: M-F between the hours of 9:00 a.m. – 4:30 p.m. (hours flexible)

Hours Per Week: 6 hours per week

Starting pay rate: \$17.28

To apply, please submit student employment [application](#) to ortegag@oxy.edu & rebecca@oxy.edu.