



Office Assistant

Business Office

Fall & Spring 2026

Duties/Responsibilities:

Assist with customer service including in-person office visits and email as well as outreach efforts by phone or email. May on occasion enter data into student accounts. Completion of monthly account reconciliations and journal vouchers.

Qualifications:

Must possess PC skills, Microsoft Excel and Word. Must be detail oriented. Good customer service skills are a must. Good work habits are a must. Punctual. Dependable. Must dress in "business casual" attire.

Start date: Aug 18, 2025

End date: May 10, 2026

Work Schedule: Monday – Friday between 8am and 5pm

Hours Per Week: up to 10 Hours per week

Starting pay rate: \$17.87 per hour

Work Award: Yes

To apply, please submit student employment [application](#) to Aaron Gray agray3@oxy.edu