



## Office Assistant

### *Dean of the College*

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AY 2023-2024

**Duties/Responsibilities:**

The Office of the Dean of the College is seeking a highly motivated individual with extensive knowledge of the campus to assist the office of the Dean of the College. The candidate will be responsible for general office tasks, such as filing, shredding, prepare outgoing mail, scanning of documents, ordering and organizing office supplies. They will also support College events by making signs, transporting event materials to site, and other errands. Responsible for assisting with other assigned projects.

**Qualifications:**

The candidate must be proficient in Microsoft Office programs and Google docs. Knowledge of office equipment (computers, copiers, scanners) is required. Excellent interpersonal and communication skills are essential in order to interact in a professional manner with faculty, senior staff, students, and campus visitors. The ability to maintain the utmost confidentiality of privileged and sensitive information is required. Previous office experience is a plus.

**Start date:** 10/09/23

**End date:** 05/11/24

**Work Schedule:** Time flexible within regular business hours (M-F, 9am-5pm)

**Hours Per Week:** up to 10

**Starting pay rate:** 16.78

To apply, please submit student employment [application](#) to Virginia Lora – [lora@oxy.edu](mailto:lora@oxy.edu)

