

OXY  
Occidental  
College  
**SAC Desk Clerk**

*SAC Operations*  
*Fall 2025 & Spring 2026*

**Duties/Responsibilities:** The Student Activities Center Desk Clerk is responsible for operating the SAC desk on a day-to-day basis and connecting students with SAC resources. Primary responsibilities include registering camping equipment rentals, ensuring SAC equipment stays well-kept, activating and providing U-Pass (public transportation) cards, and providing information about SAC's available student resources.

**Responsibilities:**

- Be present at the SAC desk during your assigned shift and provide assistance to students, faculty, and visitors who come to the desk
- Check in and check out camping equipment rentals by ensuring students have filled out reservation forms and equipment is intact upon departure and return
- Activate UPasses for students
- Rent SAC equipment to clubs including tables, hammocks, and gaming equipment
- Update timesheets and stay organized throughout shift and ensure that all necessary documentation is filled out

**Qualifications:**

Strong communication, organization, and problem-solving skills are necessary. (Training will be provided)

**Start date:** 19 August 2025

**End date:** 9 May 2026

**Work Schedule:** 9 am to 5 pm (As needed)

**Hours Per Week:** Up to 6 hours per week

**Starting pay rate:** \$17.87/hr

**Work Award:** No

**To apply, please contact [sac@oxy.edu](mailto:sac@oxy.edu).**