



Community Engagement Coordinator

SLICE

Fall 2024 - Spring 2025

Duties/Responsibilities: The SLICE Community Engagement Coordinator reports directly to the SLICE Assistant Director of Student and Community Engagement, Taína Morales, and is responsible for assisting the SLICE Asst. Director to co-coordinate weekly - monthly community engagement events and trips in the greater LA area and SoCal, as well as coordinating service learning projects with local organizations. Essentially, this position requires the Community Engagement Coordinator to engage with and create reciprocal partnerships with local businesses, non-profits, organizations, museums, etc, to co-coordinate programs and events for the Oxy community. The Community Engagement Coordinator is also responsible for tabling at campus resource fairs such as New Student Orientation, Student Services Fair and I-Fair at the beginning of the year and other campus resource fairs throughout the year.

- The responsibilities of the SLICE Community Engagement Coordinator include:**
- Coordinating weekly-monthly community engagement events and trips into the LA area
 - Serve as the point of contact between Oxy and local businesses, organizations, museums, etc.
 - Tabling for major campus resource fairs and other campus engagement events
 - Support programming throughout the year

Job Qualifications:

- A year or more of work experience, or experience working with a team
- Experience with coordinating events on and off campus
- Experience working with outside vendors and organizations

Start date: August 26th, 2024

End date: May 9th, 2024

Work Schedule: Monday - Friday (To be determined)

Hours Per Week: up to 10

Starting pay rate: \$17.28/hr

Work Award: Yes

To apply, please submit a student employment [application](#) to tmorales@oxy.edu