



Front Office Assistant

Student Leadership, Involvement & Community Engagement (SLICE)

Fall 2023

SLICE brings together programs focused on leadership, activities, and community engagement in one office to foster a robust student experience on and off-campus. We provide students with a variety of opportunities to put Occidental's values into action. This is achieved through cultivating leadership, social justice, and a sense of belonging.

Through mentorship and advising to all students at every stage of their matriculation at Occidental, we support student autonomy and create avenues for students to put their liberal arts education into praxis. We also work with all members of the Occidental community in challenging students to connect their on-campus learning experiences with meaningful and reciprocal off-campus experiences on issues of social concern. In doing so, SLICE seeks to support students' development as responsible members of communities. We invite students to create a more just, livable, and democratic society, maintain a strong commitment to diversity, and affirm a commitment to enacting a life devoted to the public good and social justice.

Duties/Responsibilities:

Office Assistants may work up to 8 hours a week in the SLICE office supporting office functions, collaborating with college departments and offices, and assisting in SLICE campus-wide events. Office Assistants are required to assist the SLICE staff with administrative duties such as the following:

- Perform general office tasks such as warmly answering departmental phone in a timely manner and greet visitors in a welcoming manner
- Maintain physical and digital files in an organized and efficient manner; productively use the computer to prepare correspondence, reports, and forms.
- Provide the SLICE Pro Staff with administrative assistance on various projects concerning New Student Programs, Leadership Programs, Greek Life, Green Bean Coffee Lounge, Student Activities, and other components of SLICE.
- Assist in programming needs of all SLICE programs.
- Accurately prepare, receive and distribute mail.
- Maintain the SLICE main email account organize and route emails appropriately
- Maintain inventory of SLICE owned and operated supplies and equipment
- Maintaining, meticulously organizing and cleaning storage places (Closets and Barn, in the Cooler)
- Gathering, preparing, and logging equipment checked out by Clubs

- Ensure our kiosk has up to date and pertinent information and posting posters and other promo around campus approved areas
- Digitize and maintain Club databases information in RAFTR and Google Drive
- Obtain and refill PPE equipment in lobby and office
- Create Club campus reservations via 25Live and SLICE Suite Reservations via Google Calendar
- Stamp promo posters from other departments if needed
- Copy and scan documents
- Gather and compile information as requested
- Deliver materials/documents to other offices on campus
- Assist with Club purchases
- Assist Pro-Staff with credit card reconciliation
- Choose one to two projects to lead during the semester (i.e. RAFTR Ambassador, Space Request Historian, Reimbursements, Video content creation, Club Curator, etc)
- Run miscellaneous errands on campus, as needed
- Other duties as necessary

Qualifications:

- Strong organizational skills;
- Ability to interact well with others;
- Excellent communication skills (both written and verbal);
- Excellent computer skills and knowledge of Google Apps;
- Familiarity with business office procedures;
- Ability to self-motivate and flexible;
- Passion for enhancing the Oxy student experience!

Start date: August 21, 2023

End date: December 14, 2023

Work Schedule: Weekdays between 9:00 am and 5:00 pm (but must be flexible)--availability on some nights and weekends for special events.

Hours Per Week: 8 hours a week

Starting pay rate: \$16.78 hr

Work location: SLICE Office (JSC first floor)

To apply, please fill this [application](#).

