



## Student Assistant

### *Office of Strategic Initiatives (Institutional Advancement)*

---

AY 2023-24

#### **Duties/Responsibilities:**

- This hybrid position provides administrative support of the Institutional Advancement Office of Strategic Initiatives (OSI).
- Duties and responsibilities include, amongst others, the preparation and editing of correspondence, proposals, reports, and donor profiles; assistance with maintaining OSI's filing systems; conducting research; data entry and management of data spreadsheets; analysis and interpretation of data; provide overall support.
- Additional duties as assigned.

#### **Qualifications/Position Requirements/Preferences (Specific computer skills/software; course completion, dress requirements, etc.):**

- Demonstrate ability to work with highly confidential information; stay focused; solid writing and editing skills; detail-oriented; organized; advanced computer skills; professional demeanor and excellent communication skills; positive attitude; work independently on projects.

**Start date:** January 22, 2024

**End date:** May 11, 2024

**Work Schedule:** M-F (times tbd)

**Hours Per Week:** 6-10

**Starting pay rate:** \$16.78 per hour

To apply, please submit a student employment application to [benton@oxy.edu](mailto:benton@oxy.edu)