



URC Summer Office Assistant

Undergraduate Research Center

Summer 2025

Duties/Responsibilities:

- Gather news, request or take photos, conduct interviews, write articles, and create, design, and layout a weekly online and emailed newsletter for the Summer Research Program (SRP) participants and faculty mentors.
- Coordinate with SRP researchers in preparing their conference presentations, including scheduling appointments to collect headshot photos of each participant for inclusion in the conference program, as well as on Instagram and the URC website. Some knowledge of photo editing and camera use is expected.
- Maintain and update the websites for the URC and SRP. Training will be provided upon hiring.
- Collaborate with URC Peer Mentors to plan, organize, and promote social activities for participating students.
- Contact the weekly featured student or speaker to gather information about their talks for promotion in the newsletter and on Instagram.
- Assist the URC Department Chair and Manager with various tasks related to the URC and SRP.

Qualifications:

Skills with programming: Proficient in Excel, Word, PowerPoint, Canva, InDesign, Qualtrics, and Instagram.

The ideal candidate should be dependable and flexible with their working hours, as some events may require work outside the standard 8 AM to 5 PM schedule. They should be friendly, outgoing, and capable of working independently on various projects. The candidate must be able to meet deadlines and handle confidential information with discretion. Strong verbal and written communication skills are essential, especially when interacting with students, faculty, and staff.

Oxy designated driver is preferred.

****On-campus Room and Meal plan will be provided for the 10 weeks, although the student worker may elect to live off-campus, if preferred. However, students who decide to live off-campus will not receive additional compensation for the room and board plan.****

Start date: Tuesday, May 27

End date: Friday, August 1

Work Schedule: Working hours will typically be flexible from Monday to Friday, 9 am to 4 pm. Some nights and weekends may be required for social activities. Availability is essential from July 21 to August 1.

Hours Per Week: 30-40 hours per week.

Starting pay rate: \$17.28 per hour

To apply, please submit a student employment [application](#) to urc@oxy.edu. **Along with the student employment application, please provide 1-2 writing samples that demonstrate your analytical writing skills (max 3 pages total).*