



Temporary Program Services Coordinator Office for Religious and Spiritual Life

POSITION SUMMARY

This is a temporary position available from start date through February 7, 2023. The Program Service Coordinator will maintain the overall functionality of the ORSL office, support ORSL interfaith ambassadors and our student spiritual and religious groups and their religious advisors as they plan campus weekly meetings or events. This person is also responsible for working with the Director to plan and host ORSL events, monitoring ORSL budgets and grants, and for overseeing the general use and maintenance of the Herrick Chapel and Interfaith Center.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Provide a warm and non-judgmental attitude that reflects the goals of religious diversity by offering support for students and guests who drop-in with questions, concerns or other needs. This includes conveying a warm and accepting atmosphere and attention to confidentiality and appropriate boundaries.
2. Maintain the ORSL office. This includes: performing general office tasks such as answering phones; greeting visitors in a welcoming manner; maintaining files; overseeing the purchase of office supplies; and making sure all office equipment is functioning. Also includes making sure the Chapel is unlocked every weekday morning by Campus Safety and following up with Campus Safety when the doors are not unlocked.
3. Assist the ORSL Director plan and administer key ORSL events including the Interfaith Thanksgiving Luncheon, finals week study breaks and the weekly labyrinth.
4. Manage the ORSL budget, grants and other accounts. This includes reconciling and accounting for expenditures, transfers and other activities related to departmental budget and the Jewish Federation and Hannon Foundation grants. This also includes monitoring balance of the different ORSL endowments and the ORSL reserve fund. Submit bi-weekly and monthly report to Director on status of student labor, grant funds, endowments and departmental budget.
5. Coordinate reservations of all rooms needed by ORSL student religious and spiritual groups through Master Calendar. This includes ensuring the groups submit the appropriate forms such as room set up and take down requests, a.v. requests, stockroom requests, van requests and plan for meals for events within the allotted time to avoid late fees. This includes ensuring that groups have access to their supplies and appropriate locations/spaces for their meetings.
6. Oversee the use of the Herrick Chapel and Interfaith Center by coordinating with Master Calendar, Facilities, Conference Services, Campus Dining, the Community Literacy Center and Campus Safety regarding the use of the building. This includes attending CEAC meetings. Submit work orders and follow up with the appropriate campus partners regarding building maintenance and repair work as necessary.
7. Attend ORSL staff and Division of Student Affairs meetings.

8. Other duties as assigned.

QUALIFICATIONS

Required:

- A minimum of 5 years in administrative and budget work.
- Proficient in Microsoft Word and Excel and possess the ability to learn other software such as Argos as required.
- Excellent organizational skills and the ability to manage multiple tasks.
- Excellent interpersonal and communication skills, demonstrating sensitivities including confidentiality and maintaining appropriate boundaries.
- Able to solve problems creatively and efficiently.
- Works well with students, staff, faculty and community partners in a way that promotes mutual respect and understanding across lines of difference.
- Must be punctual, reliable and work with integrity.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.