Seasonal Reader – Winter 2020
Office of Admission

POSITION SUMMARY

Occidental College is seeking Seasonal Readers for the 2019-2020 undergraduate admission reading season. Under the supervision of the Senior Associate Dean of Admission, the Seasonal Reader is expected to commit to a variety of hours (seeking 20-30 hours), including training, to review first year applications from January 6th through mid-March. The admission process is holistic, taking into consideration each applicant's academic credentials, contributions to school and community and ability to contribute to and benefit from Occidental's diverse educational atmosphere. In keeping with this holistic philosophy, the reader will be responsible for reviewing high school transcripts, standardized test scores, personal essays, recommendation letters and other application documents.

The Seasonal Reader will be a first reader on application files, submitting thorough and detailed evaluation notes. The Seasonal Reader must maintain steady and frequent communication with the admission office and be receptive to guidance and feedback from second readers.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The Seasonal Reader is required to read at a pace that allows for the completion of a weekly target file number between January and mid-March. The number of hours required and the number of files to be read may vary slightly depending on the month, with January and February experiencing the highest volume. The Seasonal Reader must attend a three-day training taking place the second full week of January 2020 (January 6 - 8), and be ready to begin reviewing files immediately following the training. The Reader shall commit to weekly reader meetings (on-campus or virtually). Seasonal Readers team with our full-time reading staff through our comprehensive holistic reading process.

Reading of application files is conducted online. Candidates must have a computer and access to a reliable, high-speed internet connection in a private, secure location.

We cannot consider parents, guardians, or immediate family members of a high school student who plans to apply to Oxy. We also cannot consider seasonal readers that concurrently review applications for any other post-secondary institution while employed by Occidental. Background check required.
Job Duties

- Review first year applications.
- Review high school transcripts, standardized test scores, personal essays, recommendation letters, and other application documents.
- Submit thorough and detailed evaluation notes as a 'first reader' on application files.
- The Reader shall commit to weekly reader check-ins (typically in virtual setting) and should be open to regular feedback.
- Seasonal Readers will be part of a team with our full-time reading staff through our comprehensive holistic reading process, and may be asked to present in committee in mid-March (in person or virtually).

Qualifications

Education Required
Bachelor's Degree

Experience Required
No experience required. Preference given to candidates living in Southern California.

Other Skills Required
- Well-developed computer skills and the ability to adapt to new technology
- Strong attention to detail
- Capacity to meet specific deadlines and read a large volume of files under a time constraint
- Ability to maintain confidentiality with regard to applicants’ information

Experience Preferred
Prior experience in college admission, or previous employment, at a selective college or university.

Salary Information
$25 per hour

Appointment Period
January 6, 2020 - March 13, 2020

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and write “Seasonal Reader” in the subject heading.

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. We will consider for employment all qualified Applicants, 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.