POSITION SUMMARY

Under the direction of the Associate Dean for Curricular Affairs and the Department Services Coordinator, the Faculty Services Assistant provides a wide range of clerical and general office support to faculty in the assigned academic departments to enhance the teaching, academic, and professional work of all department professors, and to enhance the learning environment for students.

This position is represented for purposes of collective bargaining by SEIU. This is a 30 hour per week, 12-month position.

ESSENTIAL FUNCTIONS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- **Core Program Support**
  - Logistics and scheduling for First-Year Seminar professional development workshops
  - Review and respond to communications to and for the Core Program
  - Managing budget and expenditures for Core Program activities (including FYS)
- Provides additional clerical and general office support to the department faculty. Assists faculty with course related needs including copying, making appointments, room reservations, audio/visual set up.
- Greets faculty, students, and members of the academic community.
- Responds to basic questions regarding major and Core requirements and departmental curriculum and makes referrals as appropriate.
- Provides information to prospective students.
- Answers department telephones providing assistance to all callers. Distributes mail. Maintains department files as assigned by the Department Services Coordinator.
- Assists with posting teaching and activity schedules, including faculty office hours.
- Assists with orientation of new faculty.
- Assists with organizing and publicizing departmental events including speakers, seminar series, discussions, panels, and social events. Secures locations, arranges for refreshments, publicizes events, and makes travel accommodations for guests.
- Assists in hiring student workers. Monitors hours, schedules, and ensures that time sheets are accurate and are submitted in a timely fashion.
- Serves on committees as requested.
- Assist in NTT faculty searches under the direction of the Department Services Coordinator.
- Handles other support duties and projects as assigned by the Department Services Coordinator.
Occasional administrative support for peer learning tutor program. Process payroll, assist with event planning, and other clerical assignments.

QUALIFICATIONS

Minimum
- Three (3) years of administrative assistant experience.
- Strong knowledge of all general office and administrative practices and procedures.
- Requires computer proficiency in word processing, spreadsheets, and email applications.
- Must possess excellent interpersonal skills and be able to interact in a professional and helpful manner.
- Must have strong written and verbal communication skills.
- The ability to organize and prioritize work for multiple departments and individuals.
- Must be well organized and able to handle a high volume of work with accuracy and efficiency.
- Ability to handle multiple projects and understand the shifting priorities of the department.
- Excellent customer service demeanor.

Preferred
- Experience in an academic environment.

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 whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information

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 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.