Department Services Coordinator
Geology, Physics and Biochemistry

POSITION SUMMARY

Under the direction of the department chairs, the Department Services Coordinator provides a wide range of administrative support to the 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.

Reports to: Director of Academic Support Services

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

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.

● Provides administrative support to the department faculty. Assists with course related needs including copying, room reservations, media set up, etc.

● Serves as a liaison between faculty, students, and members of the academic community. Responds to basic questions and makes referrals as appropriate.

● Distributes mail. Updates and maintains bulletin boards and acts as point person for the building.

● Attends department meetings and takes meeting minutes as requested.

● Compiles and posts teaching and activity schedules, including faculty office hours. Coordinates and arranges all pickups and deliveries. Maintains faculty and staff contact list.

● Provides orientation of campus services and facilities for new faculty. Ensures that new faculty complete all appropriate paperwork and information, and supplies keys and orders nameplates.

● 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.
Orders office supplies. Maintains a well-organized filing system. Coordinates required record keeping. Coordinates maintenance of office equipment. Monitors departmental budgets as directed by Department Chairs.

Hires student workers. Monitors hours, schedules, and ensures that timesheets are accurate and are submitted in a timely fashion.

Serves as the on-campus coordinator for the annual Physics Teacher’s Day event. Selects date in coordination with outside organizer, makes room reservations, coordinates food service and A/V requests. Advertises event to local high schools, handles registration of attendees and prepares event materials, schedules, etc. Schedules student workers for the day and attends/works at event, which is held once a year on a Saturday.

Responsible for semi-annual Physics Departmental newsletter, which includes contacting alumni for updates and the creation of/layout of actual newsletter. Arranges for printing and mailing.

Updates Departmental websites, Facebook pages.

Serves on committees as requested and completes special projects as requested.

Works with the department chair and faculty to address administrative problems and issues within the department. Actively finds solutions, follows through to make sure issues are addressed and resolved.

Handles other duties and projects as assigned by the department chairs or Office of the Dean.

**QUALIFICATIONS**

Minimum Qualifications:
- Three (3) years of administrative assistant experience preferably in an academic environment.
- Strong knowledge of all general office and administrative practices and procedures.
- 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, and 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.

Preferred Qualifications:
- Ability to handle multiple projects and understand the shifting priorities of the department.
- Excellent customer service demeanor.

**APPLICATION INSTRUCTIONS**

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

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.

Rev. January 2022
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 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.