POSITION SUMMARY

Under the direction of the Department Services Coordinator, the Faculty Services Assistant provides a wide range of clerical and general office support to faculty in the assigned departments to enhance the teaching, academic, and professional work of all department professors, and enhance the learning environment for students. This is a 20-hour per week, 10-month per year position.

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 limited clerical and general office support to the department faculty. Assists faculty with course related needs including copying, making appointments, room reservations, and audio/visual set up.

- Serves as a liaison between faculty, students, and members of the academic community. Responds to basic questions regarding 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. Updates and maintains bulletin boards.

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

- Assists with orientation of 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.


- Assists in hiring student workers. Monitors hours, schedules, and ensures that time sheets are accurate and submitted in a timely fashion.
• Serves on committees as requested.
• Assist in faculty searches under the direction of Department Services Coordinator.
• Handles other support duties and projects as assigned by the Department Services Coordinator.
• When requested supports or is reassigned to other departments or programs within academic affairs.

QUALIFICATIONS

• Three (3) years of administrative assistant experience preferably in an academic environment.
• 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 with students and professors, as well as other members of the community.
• 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.
• 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, kizumi@oxy.edu, and micciche@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.

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.