Administrative Assistant  
Hameetman Career Center

POSITION SUMMARY

The Hameetman Career Center offers advising in three main areas: career services, fellowship awards, and pre-health advising. We provide personalized assistance to help students and alumni connect their interests and skills with a variety of career opportunities in Los Angeles and beyond. Reporting to the Executive Director of the Hameetman Career Center, this position supports three (3) departments: career services, fellowships, and pre-health with planning, coordination, execution, and evaluation of Hameetman Career Center events. This position is a full-time (40 hours/week), 9-month, specific schedule to be determined by mutual agreement.

This position is represented for purposes of collective bargaining by SEIU.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

General Responsibilities:

- Assist in the planning, coordination, execution, and evaluation of Hameetman Career Center events including, but not limited to: workshops, panels, on-campus interviews, and fairs.
- Create email publicity, social media posts, Handshake, newsletters, and department websites targeted towards current students and alumni to market job and internship opportunities along with Hameetman Career Center events.
- Manage event logistics including, but not limited to: master calendar coordination, scheduling, set-up/clean-up, campus dining requests, visitor communication, on-site primary point-of-contact, audiovisual support, and student/visitor check-in.
- Become an expert in utilizing Handshake to assist employers and graduate programs with posting jobs/internships, inputting workshops and events, on-campus interview scheduling, career fair registrants, student resume books, email-blasts, and more.
- Provide database support and maintenance for career services, fellowship awards, and pre-health that assist with internal and external program reporting.
- Assist with assessment data collection, annual reporting, evaluation, and attendance tracking for Hameetman Career Center activities.
- Responsible for office management including filing, organizing, and maintaining supplies in the office, and the Hameetman Career Center library.
Field questions from students, alumni, employers, and visitors that walk-in, inquire via email, or phone. Providing referrals as needed.
Make travel arrangements, such as conference registration, booking flights, cars, and making hotel and restaurant reservations.
Provide essential budget support including expense reports and budget reconciliation.
Provide administrative support to the career services, fellowships, and pre-health as needed.

Assisting the Office of Career Services:

- Assist with approving employer account requests and job/internship postings in Handshake as needed.
- Become knowledgeable of current full-time and part-time job listings, internships, cooperative education and volunteer/community service openings in order to assist students.
- Research and identify potential employers to participate in career center and campus partner related programming such as skill-based workshops, alumni panels, and tailored networking events.

Assisting the Office of National and International Fellowships:

- Support the National and International Fellowships Director with confidential application management, including collecting, organizing, and managing application materials for external and internal awards both online and in hard copy.
- Manage scheduling of fellowship nomination interviews and mock interviews for Fulbright, Marshall, Mitchell, Rhodes, Luce, Davis, Strauss and Truman awards.
- Assist with updating and maintaining the national awards website, including the fellowships directory.
- Distribute and collect transcript request forms.
- Serve as a visitor liaison for representatives from fellowships organizations and graduate schools.

Assisting the Office of Pre-Health Advising:

- Assist with updating the OPHA website ensuring accuracy and relevance to career exploration and future education in various health professions.
- Assist with generating and designing reports based on applicant data.
- Serve as a visitor liaison for representatives from health professions schools and organizations.

**QUALIFICATIONS**

**Required Qualifications:**

- Bachelor’s degree required with experience in office management and event organization and/or schedule management, preferably in a higher education setting.
- Experience managing budgets and expense reports
- Excellent written and verbal communication skills
- Fluency with Excel, Google suite software (Gmail, Google Calendar, Google Documents and Sheets), social media platforms, and website management
Referred Qualifications:

- Insight, creativity, and drive to take the initiative on improving office functions and planning and marketing events
- Ability to learn software quickly
- Excellent attention to detail
- Ability to work with various constituencies (including students, faculty, staff, and foundation representatives) with tact and confidentiality
- Excellent problem-solving and prioritizing skills

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 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.