ADMINISTRATIVE ASSISTANT
Intercultural Community Center

POSITION SUMMARY

The Administrative Office Assistant of the Intercultural Community Center (ICC) is responsible for supporting the day-to-day operations of the ICC, including but not limited to office management, oversight of the ICC day-to-day budget, oversight of the ICC student worker program, and the event planning and reservation process. This role at the ICC will engage the Oxy community, especially students from traditionally underrepresented or marginalized backgrounds as well as key campus stakeholders, in an effort to co-create an environment where students can feel a sense of belonging, engage in an inclusive and supportive environment, and learn about and celebrate who they are. The Administrative Office Assistant will need to have the ability to work independently, while also centering the needs of minoritized students and student groups. The prime candidate for this position will be adaptable and able to communicate effectively with students from a myriad of different cultural backgrounds, life experiences, and intersectional identities. The Administrative Office Assistant will also work closely with the leadership of the ICC in supporting a space that invites engagement related to issues of equity and justice, and promotes a greater sense of belonging for students from marginalized backgrounds.

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

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Provide administrative support for the ICC.
2. Provide reception duties such as greeting visitors, answer office phone, respond to and direct inquiries via phone, email, or in person.
3. Manages and reconciles department budget, prepares department expense reports, processes expense requests and invoices, etc.
4. Identify, create, and share information in-person, online, and via social media outlets, focused on establishing an inclusive environment for Oxy students.
5. Create an aesthetically welcoming and embracing environment at the ICC for students and other visitors.
6. Assist in coordinating events, programs, and activities hosted by the ICC, including arranging rooms and facilities, audio/visual, food service, advertising and publications, print materials and related web site pages.
7. Recruit, schedule, and assist in training/supervision of student staff.
8. Manage payroll of student staff.
9. Ability to work collaboratively and effectively with people from varying backgrounds and experiences.
10. It will be necessary to work occasional evenings and/or weekends.
11. Performs other related duties as assigned.

QUALIFICATIONS

Required qualifications
● AA degree or equivalent combination of education and experience.
• A minimum of two years office management experience including administrative office support, or equivalent combination of experience and education.
• Strong verbal and written communication skills.
• Ability to effectively interact with people from varying backgrounds and experiences.
• Excellent organizational skills with the ability to manage multiple tasks and to work within established deadlines.
• Strong spelling, grammar, word processing and document review skills.
• Knowledge of standard office procedures and equipment.

Preferred Qualifications
• Web skills and social media skills are desirable.
• Ability to learn other software as required.
• Experience with Google Applications and Microsoft Applications.
• Experience with Excel and budget management experience is preferred.

APPLICATION INSTRUCTIONS

For full consideration, please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and deanofstudents@oxy.edu by August 15, 2022.

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 that are underrepresented 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/humanresources/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.