Occidental College is seeking Seasonal Admission Readers for the 2021-2022 undergraduate admission reading season. Under the supervision of the Dean of Admission, the Seasonal Reader is expected to commit to a variety of hours (seeking 20-35 hours/week), including training, to review first year applications from late-December through early-March. The admission process is holistic, taking into consideration each applicant's academic credentials, contributions to school and community and ability to contribute to and benefit from Occidental's diverse educational atmosphere. In keeping with this holistic philosophy, the reader will be responsible for reviewing high school transcripts, personal essays, recommendation letters, optional standardized test scores, and other application documents.

The Seasonal Reader will be a first reader on application files, submitting thorough and detailed evaluation notes. The Seasonal Reader must maintain steady and frequent communication with the admission office and be receptive to guidance and feedback from second readers.

The Seasonal Reader is required to read at a pace that allows for the completion of a weekly target file number between January and early-March. The number of hours required and the number of files to be read may vary slightly depending on the month, with January and February experiencing the highest volume. The Seasonal Reader must attend a two-day training taking place all-day on Sunday, December 12 and the evening of Monday, December 13. The Seasonal Reader should be ready to begin reviewing files immediately following the training. The modest number of applications to review in December will be complemented by a dramatic increase in volume of applications by mid-January. Weekly reader check-in meetings will be offered virtually, and Readers should plan on attending these when possible.

Reading of application files is conducted online. Candidates must have a computer and access to a reliable, high-speed internet connection in a private, secure location.

We cannot consider parents, guardians, or immediate family members of a high school student who plans to apply to Oxy.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- Review first year applications
- Review high school transcripts, personal essays, recommendation letters, standardized test scores, and other application documents
- Submit thorough and detailed evaluation notes as a 'first reader' on application files
- The Reader shall commit to weekly reader check-ins (typically in virtual setting) and should be open to regular feedback.
- Seasonal Readers will be part of a team with our full-time reading staff through our comprehensive holistic reading process, and may be asked to be present in committee in mid-March (in person or virtually).
- Appointment Period: December 12, 2021 - March 12, 2022
QUALIFICATIONS

- Bachelor's Degree required
- No experience required. Preference given to candidates living in Southern California.
- Prior experience in college admission, or previous employment, at a selective college or university is preferred
- Well-developed computer skills and the ability to adapt to new technology
- Strong attention to detail
- Capacity to meet specific deadlines and read a large volume of files under a time constraint
- Ability to maintain confidentiality with regard to applicants’ information
- Background check required

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 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/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.