Budget and Project Student Assistant

Duties/Responsibilities:

Information Technology Services is seeking a student assistant to join our Budget and Project team. Job duties involve the creation and management of materials and financial reports for regular day to day business, such as spreadsheets or databases used for financial forecasting. Other work may include: filing, scanning, transporting documents, working with vendors to purchase technology related items for the College, working with the Business Office on processing financial transactions related to technology purchasing and other duties as assigned.

This position offers many opportunities for garnering new skills (on the job training!) from programming to technical support. In previous years students in this position have worked on special projects ranging from developing high level financial reports, creating systems for auditing and tracking hardware and software inventory, campus wide roll outs of new technology and researching best practices for technology in Higher Education for the creation and implementation of new policies here at Occidental. This position will offer the right candidate many possibilities to work directly with the College’s CIO and IT Directors.

Qualifications/Preferences:

MS Office, Excel (familiarity using formulas within Excel for budgeting and forecasting), math computation, problem solving and analytical ability, experience using Google Drive, familiarity with Adobe software, organized, puntual, positive attitude, self-starter. Great attention to detail a MUST. Students majoring in Economics, Math or Physics preferred.
Start Date: 8/26/2019
End Date: 5/15/2020
Work Schedule: M – F, 8:30 a.m. – 5:00 p.m. (Not to exceed 8 hours per week)
Starting Pay Rate: $14.25/Hour
To apply, please submit student employment application to: Gabriela Ortega at ortegag@oxy.edu