



COVID Operations Student Assistant

Emmons Wellness Center

Fall 2021

Overview:

The COVID Operations Student Assistant role seeks to establish and maintain an organized environment and comfortable workflow at our COVID-19 testing site serving the Oxy community. We are looking for a student with an interest in public health or the health sciences to assist our medical team with non-clinical duties in our AGC COVID-19 testing location, as well as assist with community outreach related to COVID-19/other health issues.

Duties/Responsibilities:

COVID-19 Testing

- Greet Oxy community members upon arrival to the test site
- Provide guidance to students/faculty/staff regarding testing procedures
- Assemble salivary sample collection kits as needed
- Periodically clean and disinfect workstation/public areas of testing site
- Assist with testing site set up/break down
- Perform other non-clinical duties as assigned by Emmons medical staff

Programming Assistance

- Create content for Instagram/TikTok/other social media to promote COVID-19 health and safety best practices to the Oxy community
- Develop and execute outreach campaigns to educate the campus community on pertinent health issues
- Assist with health promotion tabling events on campus

Qualifications:

- Interest in public health or the health sciences strongly preferred
- Must be available to work 8 hours per week
- Familiar with Microsoft, Google Suite, Canva (graphic design), TikTok, and Instagram
- A fast learner, flexible, not afraid of receiving feedback, open to new ideas, comfortable with *ad hoc* projects, great customer service, strong communication skills

Start date: Immediate

End date: 12/3/2021

Work Schedule: M-F, hours between 8am-4pm to be set. Not to exceed 8 hours per week

Hours Per Week: Approximately 8 hours per week

Starting pay rate: \$15/hour

To apply, email student employment [application](#) and resume to James Henderson at jhenderson4@oxy.edu