



Office Assistant

Department Services

Fall through spring 2021-2022

Duties/Responsibilities: General office support, copying, delivering mail to professors on different floors of Johnson Hall, posting flyers campus wide. Making runs (sometimes) to the library and mailroom to either pick up or deliver items. From time to time, assist supervisor with certain projects.

Qualifications: Experience in general office processes.

Start date: ASAP

End date: End of spring 2022

Work Schedule: 2 hours per day (flexible), Monday – Friday

Hours Per Week: 10

Starting pay rate: \$15.00 per hour

To apply, please submit student application to rcorona@oxy.edu