



Student Office Assistant

Dean of Students Office

Fall 2021 - Spring 2022

Duties/Responsibilities:

The Student Office Assistant will report to the Executive Assistant (Kerri Ann Miller) in the Dean of Students office, assisting with tasks such as, but not limited to:

- Provide the Dean of Students office with front desk coverage (welcome visitors, answer phones, take messages, assists students with requests and route information to the appropriate person/department, etc.)
- Assist with scanning, photocopying, faxing, etc.
- Assist with covering the Dean of Students' office when the Executive Assistant is at meetings or out of the office
- Assist in covering the Dean of Students Team Office Hours
- Assist, when necessary, at events and assist with set-up of events
- Gather and compile information as requested
- Deliver materials/documents to other offices on campus
- Run miscellaneous errands on campus, as needed

Qualifications:

- **MUST have strong customer service skills**
- Ability to interact with students, faculty, staff, and parents from diverse backgrounds
- General knowledge of Occidental College
- General knowledge of MS Suite Applications and Google documents
- Excellent verbal and written communication skills
- Strong organizational skills
- Experience with office equipment (i.e., fax, copier, telephone, etc.) preferable
- Self-starter, motivated, and dependable
- Must be flexible, adaptable, and willing to work as a team
- Ability to work independently
- Must be able to come to work in business attire (*a professional standard of attire is required for all student workers in the Dean of Students office*)
- Must be reliable and flexible
- Must have a "can do" attitude

Due to the level of access to sensitive and confidential information that the student in this position will have, applicants must be in good standing at the College and will be required to sign a Statement of Confidentiality and a Student Expectations form.

Start date: Immediate

End date: To be determined.

Work Schedule: Flexible. Schedule to be worked out, if hired.

Hours Per Week: 5 to 8 hours per week

Starting pay rate: \$15.00/hour

To apply, please submit your student employment [application](#), resume, cover letter and two references to Kerri Miller at kmiller2@oxy.edu. Applications without a cover letter will not be considered for this position.

