

# OXY

Occidental  
College

## HR Student Assistant

*Human Resources*

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Summer 2021

### **Duties/Responsibilities:**

- Answers questions and requests via email
  - Responds to HR student email accounts
- Organizes files in the G-drive
- Assists in processing student employment paperwork
- Assists department representatives on miscellaneous assignments including but not limited to:
  - Creating/updating data spreadsheets
  - Compiling information
- Other duties as assigned

### **Qualifications/Preferences:**

- Proficient in MS Word and Excel
- Ability to work independently
- Customer service and office experience is a plus
- Maintains professional demeanor and follows office dress code
- Willingness to learn and adapt to work pace

**Start Date:** 05/19/2021

**Work Schedule:** TBD (Not to exceed 8 hours per week)

**Starting Pay Rate:** \$15.00/Hour

**To apply, please submit student employment [application](#) to:** Linda Escobar at [lescoabar@oxy.edu](mailto:lescoabar@oxy.edu)