

OXY

Occidental
College

HR Student Assistant

Human Resources

Fall 2021 & Spring 2022

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: 08/22/2021

End Date: 05/16/2022

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 lescobar@oxy.edu