Duties/Responsibilities:

Fowler Hall seeks a Student Office Assistant to provide support with printing/photocopying/scanning, assisting Department Chairs with special projects, processing forms, event support, email support, and other duties as assigned.

Qualifications:

- Effective communication skills
- Familiarity with Google and Microsoft Office applications (Google spreadsheets, Excel spreadsheets, etc.)
- Preference given to students who are current Economics or Math majors
- Candidate should be available to work at least 1 hour on Tuesday and Thursday.

Start date: 2/7/2022
End date: 5/16/2022
Work Schedule: By arrangement
Hours Per Week: 1-5 hours/week
Starting pay rate: $15/hour

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