



# Budget & Project Student Assistant

## *Information Technology Services*

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*Fall 2021 & Spring 2022*

### **Duties/Responsibilities:**

Information Technology Services is seeking student assistants to join our Budget & Project team. Job duties involve the creation and management of materials and financial reports for regular day to day business, such as spreadsheets or databases used for financial forecasting. Other work may include: filing, scanning, transporting documents, assisting with ITS department supply orders & professional development arrangements, assisting with daily attendance tracking, working with vendors to purchase technology related items for the College, working with the Business Office on processing financial transactions related to technology purchasing and other duties as needed.

These positions offer many opportunities for garnering new skills from programming to technical support. In previous years students in these positions have worked on special projects ranging from developing high level financial reports, creating systems for auditing and tracking hardware and software inventory, campus wide roll outs of new technology and researching best practices for technology in Higher Education for the creation and implementation of new policies here at Occidental. These positions will offer the right candidates many possibilities to work directly with the College's CIO and IT Directors.

### **Qualifications:**

MS Office, Excel (familiarity using formulas within Excel for budgeting and forecasting), math computation, problem solving and analytical ability, experience using Google Drive, familiarity with Adobe software, organized, punctual, positive attitude, self-starter. Great attention to detail a MUST. Students majoring in Economics, Math or Physics preferred.

**Start date:** ASAP

**End date:** May 14, 2022

**Work Schedule:** M-F hours flexible

**Hours Per Week:** up to 8 hours

**Starting pay rate:** \$15.00

To apply, please submit student employment [application](#) to [ortegag@oxy.edu](mailto:ortegag@oxy.edu) & [rebeccai@oxy.edu](mailto:rebeccai@oxy.edu)