



Student Assistant

Office of the Registrar

Fall 2021

This is a primarily in-person on campus position that provides general administrative support for full-time staff members.

Qualified candidates will at least be in their second year at Oxy, though we will consider strong applicants in their second semester of the first year. Students must be available during regular operating hours (Monday - Friday, 9 AM - 5PM). Preference will be given to those students that can commit to blocks of time that are 2 hours or more.

Applications for those students unable to work during operating hours will not be considered.

Duties/Responsibilities:

- Serve as support at the front desk. Answer questions regarding college policy and office procedures and responsible for document intake and processing (will be trained).
- Assist with coding major and minor declarations and updating advisor assignments
- General data entry
- All aspects of student record imaging and indexing
- Other duties as assigned

Requirements:

- Strong communication skills (written and oral)
- Courteous and able to work well with others
- Self-motivated and a positive attitude
- Ability to exercise sound judgement and work independently
- Dependable
- Comfortable reading and interpreting spreadsheets
- Detail oriented
- Must be willing to sign and uphold Confidentiality Agreement

Start Date: 8/16/21

End Date: Varies

Work Schedule: Varies. Students must be available M-F, 9 AM – 5 PM.

Starting Pay Rate: \$15/Hour

To apply, please submit student employment [application](#) to: Vanessa Alvarado at valvarado@oxy.edu