URC Office Assistant
Undergraduate Research Center

Academic Year: Fall 2021 – Spring 2022

Duties/Responsibilities:
In-office customer service. General office support with email, in-person and Zoom or Google Meets inquiries, social media accounts, data entry, website maintenance for the URC, etc. Write and edit quarterly department newsletter. Other duties as assigned.

Qualifications:
Experience with website editing, Publisher/Canva-like programs, Word, Excel and PowerPoint will be helpful. Manage student inquiries through in-person, phone, email, Zoom/Google Meets, and social media interactions. Maintain Instagram account with up-to-date information regarding upcoming deadlines and other important URC info. Creative layout skills and journalism-style writing skills for newsletter are required. Accurate typing and attention to detail is a must. Responsible for soliciting information and content (interviews, images, etc.) from students to be featured in the quarterly newsletter. Good customer service skills, ability to work with confidential information. Candidates must be responsible and dependable and able to work with little supervision. Knowledge about or experience with the URC programs is a plus.

*Along with the student employment application please provide 1-2 writing samples demonstrating your analytical writing skills. (max of 5 pages total)

Start date: September 2021
End date: May 2022
Work Schedule: Flexible work schedule within URC office hours: Mon-Fri, 9:00 am – 5:00 pm
Hours Per Week: 8 hours max
Starting pay rate: $15/hour

To apply, please submit student employment application and writing sample to urc@oxy.edu.