



Program Assistant (2 positions) *International Programs Office*

Fall 2021 & Spring 2022

Duties/Responsibilities:

A student learns all the [IPO-led programs](#) and provides correct information to inquiring students and families; answers phone calls and receives any visitors in the office in-person; respond to all inquiry emails; assists different IPO staff members as needed (Excel, PowerPoint, Word); assists in tasks and projects that may come up ad hoc.

Qualifications:

Multicultural experience (in any form), Microsoft, Google Suite, fast learner, flexible, not afraid of receiving feedback, open to new ideas, comfortable with ad-hock projects, excellent customer service; able to commit to at least a year.

Start date: 8/30/2021

End date: Last day of the semester/academic year

Work Schedule: M-F, hours between 9:30am-4:00pm to be set

Hours Per Week: 8

Starting pay rate: \$15

To apply, please submit:

- 1-page resume and 1-page cover letter
 - *Please explain in your cover letter why you would like to work for the IPO office. How do you understand customer service?*
- A complete IPO Student Employment Application:
https://www.oxy.edu/sites/default/files/assets/HR/Student/student_employment_application_fall_2020.pdf
- ALL FILES MUST BE IN a single **PDF** VERSION.
- **Please send all the materials to Joanna Reese at jreese@oxy.edu.** We will notify you if you are selected for an interview.