



Communications Editorial Assistant

Marketing & Communications

Fall 2022-Spring 2023

Duties/Responsibilities:

Writing copy for oxy.edu and *Occidental Magazine* (the College's alumni magazine), including alumni obituaries; editorial research (online and in Special Collections); maintenance of the College's online calendar; other duties as assigned.

Qualifications: Strong writing and research skills (previous experience of writing for publication preferred). Knowledge of Word, Excel, Powerpoint required. Video/photography experience helpful. Must be able to work independently with minimal supervision.

Start date: 8/21/22

End date: 5/20/23

Work Schedule: Flexible, based on student's class schedule

Hours Per Week: 8

Starting pay rate: \$16.04/hour

To apply, please submit student employment [application](#) to jtranqua@oxy.edu