



Admission Intern

ADMISSION

Summer 2022

Duties/Responsibilities: Interact with visiting families, assist with daily office tasks, conduct daily campus tours, answer emails and phone calls, support covering the front desk as needed.

Qualifications: Basic Gmail and google calendar capability, strong public speaking skills, and ability to provide excellent genuine customer service.

Start date: May 23, 2022

End date: August 19, 2022

Work Schedule: Monday - Friday

Hours Per Week: 30 hours/week

Starting pay rate: \$17.50 /hour

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