Duties/Responsibilities:
Under the direction of the Vice President, Institutional Advancement:

Occidental Football Legacy Video

- Gather football footage and photos from various sources including Occidental College’s special archives; digitize footage for B-reel material
- Coordinate interview schedule for football program alumni and coaches
- Serve as logistical point person to the filming crew for any on-campus interview sessions

Summer Academic Programs

- Research and compile information on summer academic programs across national liberal arts colleges and LA-area universities, including types and lengths of courses/programs, program tuition fees, target audiences (e.g., high school students, undergraduates, working adults, etc.), faculty/department affiliations, marketing, and any other relevant information that would inform a feasibility assessment of effective program delivery.
- Additional research and projects as needed.

Qualifications:

- Experience digitizing film and photos.
- Experience with spreadsheet software such as Excel and Google Sheets.
- Experience documenting methodologies/processes for gathering and organizing disparate data sets.
- Strong communication skills.
- Comfortable approaching offices/programs across the College and at other institutions to request information.
- Demonstrated ability to manage confidential information responsibly.
**Start date:** June 6  

**End date:** August 19  

**Work Schedule:** TBD. Ideally days and times would fall within normal business hours.  

**Hours Per Week:** 8  

**Starting pay rate:** $15.00  

Effective July 1, 2022 the rate will be $16.04 per hour  

To apply, please submit student employment application to ccardillo@oxy.edu