



IA Student Research Assistant *Institutional Advancement*

Summer 2022

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