



Office Assistant

Office of the President

Fall/Spring 22-23

Duties/Responsibilities:

Seeking highly motivated individuals with solid knowledge of the campus to assist the Office of the President. Duties include:

- General office tasks, such as reception of guests, covering phones, photocopying/scanning, e-mail correspondence, data entry, shredding, and organizing office supplies
- Event support, such as preparing nametags, place cards, making signs, registration table support, steaming trustee Commencement/Convocation gowns, getting items to/from storage, etc.
- Scan incoming paper correspondence/documents weekly, if not daily, to be filed electronically
- Gift wrapping, light dishwashing (coffee/water cups), errands on campus, etc.
- Assistance with ad hoc projects, like online research, benchmarking, etc.

Qualifications:

Candidates must be proficient in Microsoft Office programs, especially Word and Excel, and Google Docs and Sheets. Position involves interaction with administrators, faculty, students, alumni, trustees and other visitors to campus. The candidates must have excellent communication skills and must act and dress in a professional manner. Because of the nature of the information coming through the Office of the President, candidates will be expected to uphold the utmost confidentiality. Candidates must be capable of prioritizing tasks, and must be extremely detail oriented and dependable.

Start date: 10/02/2022

End date: 05/13/2023

Work Schedule: Time flexible within regular business hours (M-F, 9am-5pm)

Hours Per Week: 8

Starting pay rate: \$16.04

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

