



## Office Assistant *Physics*

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*FY 22-23*

**Duties/Responsibilities:** Duties include supplementing small tasks to assist with the Geology, Physics, and Biochemistry Department Coordinator (ie, making copies, printing, dropping off mail, etc).

**Qualifications:** Geology majors and minors preferred but not required. Must be a Sophomore, Junior, or Senior; the position is not available to Freshmen.

**Start date:** As soon as possible.

**End date:** May 23, 2023

**Work Schedule:** 2 days per week (preferably afternoons from 2:30-4:30, but this is fairly flexible depending on the students' schedule).

**Hours Per Week:** 4 hours.

**Starting pay rate:** \$16.04

To apply, please submit student employment [application](#) to [shall2@oxy.edu](mailto:shall2@oxy.edu)

