



## Student Assistant

### *Office of Strategic Initiatives (OSI)*

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*Fall 2022*

**Duties/Responsibilities:** We are looking for someone to assist with writing, proofreading, research, data entry, and donor stewardship

**Qualifications:** Previous experience in a nonprofit environment is preferred, but not required. Familiarity with Microsoft Office and Google is a plus.

**Start date:** September 1, 2022

**End date:** December 14, 2022

**Work Schedule:** Monday-Friday between 9:00AM-5:30PM

**Hours Per Week:** up to 8

**Starting pay rate:** \$16.04/hr

**About OSI:** Occidental's [Office of Strategic Initiatives](#) houses Corporate and Foundation Relations, which maintains Oxy's relationships with corporations and foundations. We help faculty secure funding for projects, aid the College in funding institutional priorities, and steward these grants. Our primary duties are proposal and report writing, both for grantmaking institutions as well as certain individuals.

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

