



Student Assistant

Office of Equity and Justice

Fall/Spring 22-23

Duties/Responsibilities:

The Office of Equity & Justice (OEJ) leads college-wide and strategic level work to increase diversity, ensure inclusion, and move toward equity by supporting justice-orientated collaborative action for everyone in the Oxy community. As the new Student Assistant for Equity & Justice, you would have the opportunity to make a deep and positive impact in the lives of hundreds of students, faculty, and staff. In this role, you would:

- Actively develop a working knowledge of equity & justice work on campus;
- Represent the OEJ in a professional manner;
- Perform office administrative tasks;
- Liaise with students on behalf of the office;
- Assist with logistics and marketing for events and programming;
- Uphold confidentiality agreement at all times.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications:

- Passion for diversity, inclusion, equity, and justice in higher education;
- Ability to work independently with minimal supervision;
- Ability to multi-task and prioritize tasks to meet deadlines;
- Intermediate or higher proficiency in social media platforms;
- Intermediate or higher proficiency in Google Applications (or ability to quickly learn this software);
- Intermediate or higher proficiency in Microsoft Excel and Word (or ability to quickly learn this software);
- Preferred: novice or higher proficiency in Adobe Creative Cloud Suite, Canva, or similar (or ability to quickly learn this software)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Start date: 10/03/2022

End date: 05/20/2022

Work Schedule: TBD

Hours Per Week: 8hrs

Starting pay rate: \$16.04 per hour

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

