



## URC Office Assistant

### *Undergraduate Research Center*

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*Academic Year: Fall 2022– Spring 2023*

#### **Duties/Responsibilities:**

In-office customer service. General office support with email, in-person, Zoom, or Google Meets inquiries, social media accounts, data entry, website maintenance for the URC, etc. Write and edit quarterly department newsletter. Coordinating with the URC Student Ambassadors with the advertisement of events and presentations. Other duties as assigned.

#### **Qualifications:**

Experience with website editing, Publisher/Canva-like programs, Word, Excel, and PowerPoint will be helpful. Manage student inquiries through in-person, phone, email, Zoom/Google Meets, and social media interactions. Maintain an Instagram account with up-to-date information regarding upcoming deadlines and other important URC info.

Creative layout skills and journalism-style writing skills for the newsletter are required. Accurate typing and attention to detail are a must. Responsible for soliciting information and content (interviews, images, etc.) from students to be featured in the quarterly newsletter.

Good customer service skills, and ability to work with confidential information. Candidates must be responsible and dependable and able to work with little supervision. Knowledge about or experience with the URC programs is a plus.

**\*Along with the student employment application please provide 1-2 writing samples showing your analytical writing skills. (max of 4 pages total).**

**Start date:** September 2022

**End date:** May 2023

**Work Schedule:** Flexible work schedule within URC office hours: Mon-Fri, 9:00 am – 5:00 pm

**Hours Per Week:** 8 hours max

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

**To apply, please submit student employment, class schedule, and writing sample along with your CV to [urc@oxy.edu](mailto:urc@oxy.edu).**