



## Student Office Assistant

### *Disability Services*

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#### *Spring 2022*

**Duties/Responsibilities:** The Office Assistant will report to the Department Coordinator for Disability Services, Victoria Bandini, assisting with tasks such as, but not limited to:

- Providing the Testing Center with front desk coverage (welcome visitors, answer phones, take messages, etc.)
- Assisting with scanning, photocopying, faxing, etc.
- Providing coverage in the Testing Center from 12pm-1pm every Monday, Wednesday and Friday.

**Qualifications:**

- Ability to interact with students, faculty and staff from diverse backgrounds
- Strong organizational skills
- Strong customer service skills
- Experience with office equipment (i.e., fax, copier, telephone, etc.) preferable
- Self-starter, motivated, and dependable
- Must be flexible, adaptable, and willing to work as a team
- Ability to work independently

\*Due to the level of access to sensitive and confidential information that the student in this position will have, applicants must be in good standing at the College and will be required to sign a Statement of Confidentiality.

**Start date:** Jan 2022

**End date:** May 2022

**Work Schedule:** MWF 12-1

**Hours Per Week:** 3

**Starting pay rate:** \$15.00

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

