



## Student Office Assistant

### *Writing and Rhetoric / Writing Center*

*Spring 2022*

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

1. prepare materials for faculty (copying and scanning, creating flyers, etc.)
2. assist with projects as required (i.e. prepare materials for distribution, create spreadsheets, event set-up, etc.).
3. maintain office inventory
4. data entry
5. Moodle support and design (courses and department)
6. update/maintain department & WC bulletins
7. errands to run paperwork to AGC, other campus offices
8. facilitate communication with WRD faculty
9. perform other duties as needed

#### **Qualifications:**

##### Minimum Qualifications

- excellent verbal and written communication skills
- strong organizational skills
- self-starter
- dependable
- ability to work independently
- ability to problem solve
- familiarity with Google platforms and Microsoft Office
- positive attitude
- ability to meet deadlines (often with quick turnaround time)

##### Preferred Qualifications

- experience with office equipment (i.e. fax, copier, phone, etc.)

**Start date:** January 2022

**End date:** May 2022

**Work Schedule:** flexible between Mon - Fri 9:00-5:00

**Hours Per Week:** 2 - 4 (will depend on hours worked)

**Starting pay rate:** \$15.00

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