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