



Core Program Assistant

Core Program

Fall 2020 and Spring 2021

Duties/Responsibilities:

- You will attend and promote CSP Drop-in Study Hours online
- Assist with other Core Program activities, such as creating and updating promotional and informational materials about Core Programs
- Core 99
- Other duties as assigned

Position Requirements/Preferences:

- You are a sophomore or a Junior
- You have received a Work Study Financial Aid Award
- You have experience using MS Word, Powerpoint, Excel, Google Suite
- You possess strong communication skills
- You can demonstrate evidence of leadership, dependability, initiative, and attention to detail

Start date: Week after hire

End date: May 2021

Work Schedule: TBD

Hours Per Week: 8-10

Starting pay rate: \$15 per hour

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