Duties/Responsibilities:

The position is responsible for entering and updating constituent biographical information accurately into the college’s alumni database. This will entail a learning curve of forms and processes as well as memorizing rules and format style specific to the database. The position may require research and analysis of data before input depending upon project. The position will be assigned unique data projects which can be repetitive in nature. The candidate will be trained on the system. As determined by the supervisors, the position may also require general office tasks on an as needed basis.

Position Requirements/Preferences

- Accuracy, attention to detail, and punctuality a must
- Dress requirements: for an office/working environment; casual okay
- Position requires the use of a computer or laptop for the entire shift
- Because of the highly confidential nature of information, must be responsible and exercise caution in dissemination of information. Will be required to sign a confidentiality form

Start/End Date: January 2020 to May 2020 with possible summer work (Note: New candidates will be evaluated at the end of the semester to determine eligibility for the following semester)

Work Schedule: Weekdays between the hours of 8am-5pm

Work Location: Trailer C

Starting Pay Rate: $14.25/hr

To apply, please submit student employment application to: Carol Milki at cmilki@oxy.edu and Marian Ko at mko@oxy.edu