Department Coordinator
Student Leadership, Involvement and Community Engagement (SLICE)

**POSITION SUMMARY**

The Department Coordinator for Student Leadership, Involvement and Community Engagement (SLICE) is responsible for providing support to professional staff and assist in management of the SLICE office. Responsibilities include assisting in the oversight of budgets and oversight of the event reservation process for student clubs and organizations; maintaining communications and social media presence of the office; assisting in organizing SLICE functions; assisting professional staff in daily office management; and serving as a resource for all students accessing SLICE.

This position is represented for purposes of collective bargaining by SEIU.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Perform general office tasks such as answering departmental phone in a timely manner; greet visitors in a welcoming manner; maintain files in an organized and efficient manner; accurately prepare, receive and distribute mail; maintain social media presence of office, productively use the computer to prepare correspondence, reports, and forms.
- Provide the SLICE Director administrative assistance on various projects concerning New Student Programs, Leadership Programs, Greek Life, ASOC, Green Bean Coffee Lounge, Student Activities, and other components of SLICE.
- As instructed by the SLICE Director, provide consistent support to ASOC Student Services in regards to general office functions, getting supplies and coordinating finances.
- Process all invoices, reimbursements, and department credit card statements. Coordinate budget and produce current and up-to-date fiscal numbers.
- Assist in writing budget reports.
- Coordinate payroll of ASOC Student Services employees, Green Bean Baristas and Student Program Coordinators.
- Maintain inventory of SLICE owned and operated supplies and equipment.
- Assist in the coordination of all SLICE programs such as Welcome Week, Involvement Fair, and Finals Stress Relief.
- Moderate the Student Digest.
• In consultation with the SLICE Director, interview, train and supervise student office workers following established College policies, procedures and timelines.
• Assist with management of the event registration process.

QUALIFICATIONS

• AA degree or equivalent combination of education and experience.
• A minimum of 2 years office management experience including administrative office support, or equivalent combination of experience and education.
• Excellent organizational skills with the ability to manage multiple tasks and to work within established deadlines.
• Accurate typing 55-60 wpm.
• Strong spelling and grammar skills and knowledge of standard office procedures.
• Good interpersonal and communication skills, demonstrating a service orientation, tact and good judgment.
• Ability to maintain a welcoming and inclusive office environment that centers the student experience.
• General computer literacy required, including word processing and spreadsheet skills.
• Web skills and social media skills desirable.
• Ability to learn other software as required.
• Experience with Excel or light budget management experience is preferred.
• Familiarity with Kronos or other Payroll database systems is desirable.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

February 13, 2020