

# OXY

Occidental  
College

## Football Assistants *Athletics*

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Fall 2019 – Spring 2020

**DUTIES/RESPONSIBILITIES:**

Video filming practices and games. Data entry for recruiting databases, mail merges, stuffing envelopes and general office duties. Laundry for football practice and game gear.

**QUALIFICATIONS/PREFERENCES:**

Windows 2000, Excel, Access, computer editing, football knowledge helpful. Will train for other specific jobs assigned.

**Start Date:** 8/11/2019

**End Date:** 5/8/2020

**Work Schedule:** Varies, 8-10 hours per week

**Starting Pay Rate:** \$14.25/hour

**To apply, please submit student employment [application](#) to:** Richard Lang at [rlang@oxy.edu](mailto:rlang@oxy.edu)