Office Supervisor and Assistant for Inclusive Services
Intercultural Community Center

POSITION SUMMARY

The Office Supervisor and Assistant for Inclusive Services of the Intercultural Community Center (ICC) will coordinate with the Interim Director of the ICC to supervise and oversee all ICC office operations. Further the Office Supervisor and Assistant for Inclusive Services will provide support to create or amend procedures and policies of the office, as well as to provide support to the students who are served by the ICC. More specifically, this position is responsible for supporting the day-to-day operations of the ICC, including but not limited to office supervision, oversight of budgets, and scheduling and coordinating events and meetings for the Interim Director. Further, this role will engage with the Oxy community, including students and campus partners, in an effort to support an environment where students can learn and celebrate their identities and values, while feeling valued and respected. The prime candidate for this position will be adaptable and able to communicate effectively with students from a myriad of backgrounds.

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.

- Provides administrative support to the Interim Director and manages the day-to-day operations of the ICC House.
- Greets visitors, including, students, administrators, staff, parents, answers office phone, responds to and directs inquiries via phone, email, mail or in person.
- Assists in managing the budget of the ICC and preparing budget reports and expense reports
- Assists in managing the ICC’s event calendar and assists the Interim Director with scheduling meetings and events on his behalf.
- Identifies, creates, and disseminates information in-person, online, and via social media outlets, focused on establishing an inclusive environment for Oxy students.
- Create an aesthetically welcoming and embracing environment for students at Occidental College.
- Ability to carry out the goals, policies, and procedures of the Intercultural Community Center.
- Assist in coordinating special events and activities hosted by the Intercultural Community Center, including arranging rooms and facilities, audio/visual, food service, publications, print materials and related web site pages.
- Hires, schedules, supervises and assists in training of student workers.
- Ability to work cooperatively, collaboratively and effectively with people from a variety of backgrounds, experiences, and diverse groups.
- Flexible and is able to work some evenings and/or weekends, as needed.
- Performs other related duties as assigned.
QUALIFICATIONS

● AA degree or equivalent combination of education and experience.
● A minimum of two years office management/supervisor experience including administrative office support, or equivalent combination of experience and education.
● Strong ability to effectively support a culturally diverse student body.
● Strong interpersonal and communication skills with students, staff, and faculty.
● Excellent organizational skills with the ability to manage multiple tasks and to work within established deadlines.
● General computer literacy required, including word processing and spreadsheet skills.
● Preferred strong knowledge of Google Applications and Microsoft Suite, specifically MS Word and MS Excel.
● Web skills and social media skills desirable.
● Ability to learn other software as required.

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.