



Student Office Assistant

Disability Services

2024-2025 Academic Year

Duties/Responsibilities:

The Office Assistant will report to the Department Coordinator for Disability Services assisting with tasks such as, but not limited to:

- Provide the Testing Center with front desk coverage (welcome visitors, answer phones, take messages, etc.)
- Assist with scanning, photocopying, faxing, etc.
- Provide coverage in the Testing Center from 12pm-1pm every Tuesday and Thursday, or every Monday, Wednesday and Friday.

Qualifications:

- Ability to interact with students, faculty and staff from diverse backgrounds
- Strong organizational skills
- Strong customer service skills
- Experience with office equipment (i.e., fax, copier, telephone, etc.) preferable
- Self-starter, motivated, and dependable
- Must be flexible, adaptable, and willing to work as a team
- Ability to work independently

Start date: 8/27/2024

End date: 5/09/2025

Work Schedule: either MWF or TR 12 PM - 1PM, other hours as needed

Hours Per Week: 2-4

Starting pay rate: \$17.28 per hour

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