



## Office Assistant

### *Business Office*

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*Spring 2025*

**Duties/Responsibilities:** Assist with customer service. Sorting vendor invoices, credit card expense reports and personal expense reports. General office work including filing, transferring files for fiscal year end and other duties/projects as assigned. Must be able to multitask (be flexible).

**Qualifications:** Must be organized and take initiative to provide efficient and reliable support. Duties include and are not limited to maintain and update filing records, both physical and electronic, maintain and reconcile reports, and assist with distribution of checks. Must be able to multitask (be flexible) and assist with other projects as needed. Good work habits a must. Punctual. Dependable. Dress in "business casual" attire.

**Start date:** 01/21/2025

**End date:** 05/10/2025

**Work Schedule:** Monday – Friday (8:00 a.m. – 5:00 p.m.)

**Hours Per Week:** Up to 20-40 Hours per week

**Starting pay rate:** \$17.28 per hour

**Work Award:** Yes

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