



Card Office Assistant

Card Office / ITS

Fall & Spring 2024

Duties/Responsibilities:

- print & encode IDs with proper access for students, staff, faculty
- replace batteries in locks and assist with student lock outs
- update / reprogram dorm room, practice rooms, locker rooms, teaching lab locks
- reply to emails and answer phone calls
- miscellaneous office duties / tasks

Qualifications:

- strong written & oral communication skills
- good computer skills – willing to learn card office software & hardware
- dependable & detail oriented
- able to be certified to drive on campus carts (preferred but not required)

Start date: 08/18/2024

End date: 05/10/2025

Work Schedule: flexible days and hours weekends included

Hours Per Week: 8 hours

Starting pay rate: \$17.28 per hour

To apply, please submit student employment [application](#) to Omar Mejorado

(omejorado@oxy.edu)