Student Assistant
Core Program

Fall 2024-Spring 2025

Duties/Responsibilities:

The Core Program Student Assistant will work closely with the Director of the Core Program and Core Program Coordinator on a variety of tasks and projects including:

- Assist with planning, promotion, and support for Core Program events, including guest lectures and Common Hour programming
- Assist FYS instructors with processing invoices and reimbursement forms
- Provide support for CORE 98 and CORE 99
- Drive Oxy vans when needed for FYS field trips

Qualifications:

- Must be sophomore, junior, or senior
- Must either be an Oxy authorized driver OR eligible and willing to become authorized
- Minimum of two years of driving experience and familiarity with driving in urban areas like Los Angeles.
- Ability to manage multiple projects with an attention to detail
- Strong communication skills (both written and verbal)
- Familiarity with the use of common software and online platforms (Word, Excel, Google Drive, Canvas, etc.)

Start date: 26 August 2024

End date: 9 May 2024

Work Schedule: TBD, depending on student's academic schedule. Preference will be given to candidates who are available to work during the MWF 11:45-12:40pm and Wednesdays from 3-4pm (the FYS Common Hour)

Hours Per Week: Up to 5 hours per week

Starting pay rate: $17.28/hour

Work Award: Yes

To apply, please submit student employment application to coreprogram@oxy.edu