OXY
Occidental College

Student Assistant
Office of the Registrar

Fall 2024

Duties/Responsibilities:
- All aspects of student record imaging and indexing
- Serve as support at the front desk. Answer questions regarding college policy and office procedures and responsible for document intake and processing (will be trained).
- Assist with coding major and minor declarations and updating advisor assignments
- General data entry
- Other duties as assigned

Qualifications:
- Strong communication skills (written and oral)
- Courteous and able to work well with others
- Self-motivated and a positive attitude
- Ability to exercise sound judgement and work independently
- Dependable
- Comfortable reading and interpreting spreadsheets
- Detail oriented
- Must be willing to sign and uphold Confidentiality Agreement

Start Date: 8/26/2024 **End Date:** Varies
Work Schedule: Varies. Students must be available M-F, within the hours of 9 AM – 5 PM.
Hours Per Week: Varies between 6-10 hours per week.
Starting Pay Rate: $17.28/Hour
Work Award: Yes
To apply, please submit student employment [application](#) to: Cristal Montiel at [cmontiel@oxy.edu.](mailto:cmontiel@oxy.edu)