



## Front Office Assistant

*Student Leadership, Involvement & Community Engagement (SLICE)*

*Fall 2024*

SLICE integrates programs focused on leadership, activities, and community engagement to create a robust student experience both on and off-campus. We offer students various opportunities to embody Occidental College's values by fostering leadership, social justice, and a sense of belonging.

Our mission is to support student autonomy through mentorship and advising at every stage of their matriculation at Occidental. We encourage students to apply their liberal arts education in practical settings, linking their on-campus learning with meaningful off-campus experiences addressing social concerns. By doing so, SLICE aims to nurture students into responsible community members who are committed to creating a more just, livable, and democratic society. We uphold diversity and are dedicated to promoting a life of public good and social justice.

### **Duties/Responsibilities:**

Office Assistants may work up to 10 hours a week in the SLICE office supporting office functions, collaborating with college departments and offices, and assisting in SLICE campus-wide events. Office Assistants are required to assist the SLICE staff with administrative duties such as the following:

- Performing general office tasks such as answering departmental phone calls and greeting visitors warmly and efficiently.
- Maintaining organized physical and digital files and using computers to prepare correspondence, reports, and forms.
- Providing administrative assistance on various projects related to New Student Programs, Leadership Programs, Greek Life, Green Bean Coffee Lounge, Student Activities, and other SLICE components.
- Assisting in the programming needs of all SLICE programs.
- Preparing, receiving, and distributing mail accurately.
- Managing the SLICE main email account, organizing and routing emails appropriately.
- Maintaining inventory of SLICE-owned supplies and equipment.
- Organizing and cleaning storage areas meticulously.
- Gathering, preparing, and logging equipment checked out by clubs.
- Ensuring the kiosk has up-to-date and pertinent information and posting promotional materials around campus in approved areas.
- Digitizing and maintaining club database information in RAFTR and Google Drive.
- Obtaining and refilling PPE equipment in the lobby and office.
- Creating club campus reservations via 25Live and SLICE Suite Reservations via Google Calendar.
- Stamping promotional posters from other departments as needed.

- Copying and scanning documents.
- Gathering and compiling information as requested.
- Delivering materials/documents to other offices on campus.
- Assisting Pro-Staff with credit card reconciliation.
- Leading one to two projects during the semester (e.g., RAFTR Ambassador, Space Request Historian, Video Content Creation, Club Curator, etc.).
- Running miscellaneous errands on campus as needed.
- Performing other duties as necessary.

**Qualifications:**

- Strong organizational skills.
- Excellent interpersonal skills and ability to interact well with others.
- Exceptional communication skills, both written and verbal.
- Proficiency in computer skills and knowledge of Google Apps.
- Familiarity with business office procedures.
- Self-motivation and flexibility.
- Passion for enhancing the Occidental College student experience.

**Start date:** August 18, 2024

**End date:** December 12, 2024

**Work Schedule:** Weekdays between 9:00 am and 5:00 pm (but must be flexible)--availability on some nights and weekends for special events.

**Hours Per Week:** 10 hours a week

**Starting pay rate:** \$17.28 hr

**Work location:** SLICE Office (JSC first floor)

To apply, please fill this [application](#).

