



## Student Assistant

### *Advancement Services*

*Fall 2024 - Spring 2025*

#### **Duties/Responsibilities:**

Oxy's Advancement Services team, housed within Institutional Advancement (IA), is seeking a Student Assistant for the 2024-2025 academic year. The Student Assistant will assist the Senior Director of Advancement Services and play an important role in helping the College raise funds that make the Oxy experience possible. This position will also allow for technical development. Duties will include:

- Assist to maintain up-to-date information in IA's database through data creation, cleaning, and analysis projects.
- Assist with project management, task coordination, and other assignments related to the department's migration to Salesforce.
- Help track and manage support requests.
- Support system documentation and training for the IA staff.
- Basic office tasks such as printing, filing, mailing prep and organizing as needed.

#### **Qualifications:**

Demonstrate ability to work with highly confidential information; accuracy and attention to detail; ability to work independently on projects; strong organizational and communication skills; strong computer skills and comfort with learning new software and tools. Microsoft Excel knowledge preferred.

**Start date:** August 18, 2024

**End date:** May 10, 2025

**Work Schedule:** Mon-Thu

**Hours Per Week:** 8-10

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

**Work Award:** Yes

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