



- Copying and scanning documents.
- Gathering and compiling information as requested.
- Delivering materials/documents to other offices on campus.
- Assisting ProStaff 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.
- Selfmotivation and flexibility.
- Passion for enhancing the Occidental College student exper