## Work Center Student Worker

## Duties/Responsibilities:

Assist with clerical functions.

Working in the office, answering the phones, radio transmissions, and counter. Assist with filing, data entry, mail distribution, spreadsheets and Mainsaver.

## Qualifications:

Familiar with Word, Excel, Mainsaver.

Excellent customer service.

Motivated and highly organized.

Good attendance and communication are important.

Start date: After August 19, 2024

**End date**: May 10, 2025

Work Schedule: Flexible between 7:30am- 4:30p, M-F

Hours Per Week: Between 6-10 hours, based on department needs.

Starting pay rate: \$17.28 per hour

Work Study: Yes

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