Motorpool and Transportation Assistant
Facilities Management

Fall 2024

Duties/Responsibilities:
- Assist with maintenance of rental vehicles, such as washing, waxing, gassing, and safety inspections.
- Expected to work in an office environment and outside, on vehicles.
- Assist with filing, data entry, spreadsheets and Mainsaver.

Qualifications:
- Preferred knowledge of basic engine parts.
- Must have valid driver's license in good standing for at least two years to become an authorized driver.
- Familiar with Word, Excel, Mainsaver.

Start date: After August 19th, 2024

End date: December 31st, 2024

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

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

Starting pay rate: $17.28 per hour

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