



Motorpool and Transportation Assistant *Facilities Management*

Spring 2025

Duties/Responsibilities:

- Maintenance of rental vehicles: washing, waxing, gassing, safety inspections.
- Working in the office and outside on the 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: March 3, 2025

End date: May 10, 2025

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

Hours Per Week: Up to 8 hours, based on department needs.

Starting pay rate: \$17.28 per hour

To apply, please submit student employment [application](#) to Lilia Cuevas (lcuevas@oxy.edu).