



Grounds Student Worker

Facilities Management

Fall 2023 and Spring 2024

Duties/Responsibilities:

- The Grounds student worker will be responsible for a variety of administrative support and duties including supporting with daily operations, special projects and will coordinate with other areas of Facilities and the campus community.
- The Grounds student worker will be involved in reviewing work orders and will follow up on work orders if necessary.
- Assist with some technical support for our Grounds Irrigation Specialist as we connect to a new central irrigation system that we will be implementing.
- Coordination and assistance with special projects that Grounds will be starting this year.

Qualifications:

- Familiar with Word, Excel, Mainsaver (training available).
- Motivated and highly organized.
- Good attendance and communication is important.

Start date: After 8/21/23

End date: May 13, 2024

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

Hours Per Week: 8-10 hrs

Starting pay rate: \$16.78 per hour

Work Award: Yes

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