



# Motorpool and Transportation Assistant *Facilities Management*

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*Summer 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:** May 11, 2025

**End date:** June 1, 2025

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

**Hours Per Week:** Up to 40 hours per week, based on departmental needs.

**Starting pay rate:** \$17.28 per hour

**To apply, please submit student employment [application](#) to [lcuevas@oxy.edu](mailto:lcuevas@oxy.edu)**