



Motorpool and Transportation Assistant *Facilities Management*

Fall 2023 & Spring 2024

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.**
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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 8/21/23

End date: May 13, 2024

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

Hours Per Week: 8 hrs

Starting pay rate: \$16.78 per hour

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