



Student Assistant *Facilities Management*

Summer 2025

Duties/Responsibilities:

- Closeout work orders, generate new ones, fill out comments.
- Scan documents, bring documentation to Accounts Payable when needed.
- Sorting invoices, receiving and copying documentation.
- Assist with filing, data entry, mail distribution, spreadsheets and Mainsaver.
- Pulling and managing reports.

Qualifications:

- Familiar with Word, Excel, Mainsaver.
- Excellent customer service.
- Motivated and highly organized.
- Good attendance and communication are important.

Start date: May 11th, 2025

End date: August 16th, 2025

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

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

Starting pay rate: \$17.28 per hour

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