



Work Center Summer Student Worker

Facilities Management

Summer 2023

Duties/Responsibilities:

- Assist with clerical functions
- Working in the office, answering the phones, radio transmissions, and counter
- Assist with filing, data entry, mail distribution, spreadsheets, and Mainsaver

Qualifications:

- Familiar with Word, Excel, Mainsaver
- Excellent Customer service
- Motivated and highly organized
- Good attendance and communication is important

Start date: After 5/14/23

End date: Around 8/19/23

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

Hours Per Week: Up to 40 hours per week.

Starting pay rate: \$16.04/hr

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