



Work Center Student Worker

Facilities Management

Fall 2022 & Spring 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 8/22/22

End date: Around May 14, 2023

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

Hours Per Week: Approx. 8 hrs/week

Starting pay rate: \$16.04

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