



Work Center Student Worker

Facilities Management

Fall 2024 - Spring 2025

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 are important.

Start date: After August 19, 2024

End date: May 10, 2025

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

Hours Per Week: Between 6-10 hours, based on department needs.

Starting pay rate: \$17.28 per hour

Work Study: Yes

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