

Motor Pool Assistant

Posting Date: 7/31/2026

Classification: Work-study

Description: Assist with cleaning of vehicles inside and out, including vacuuming, hand-washing the body as well as ensuring the windows are clean and visible. Basic automotive knowledge is helpful in checking vehicles before travel.

Applicant will need basic computer skills and work at various times. Data entry from hand written to digital files, answering emails and phone calls and light office work.

Will need to help deliver campus mail and help clean the warehouse. Clerical ability and unloading of freight trucks (by hand) will be required.

Qualifications: Student have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. **Driver's license is required.**

Pay Rate: \$12.00 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Jana Fleming 575-492-2663.

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