



STUDENT EMPLOYMENT POSITION DESCRIPTION

Position Title:	Student Library Assistant	Department Contact:	Kristin Willilams
Department/Unit:	Library	Phone:	541-278-5916
BMCC Location	Hermiston	Email:	kwilliams@bluecc.edu

Job Description

ROLE AND RESPONSIBILITIES: Please list a minimum of three.

- Assist with maintaining Hermiston Library physical space (shelving, dusting, and basic cleaning)
- Assist Library patrons with directional information for BMCC resources and facilities
- Assist Library patrons with basic circulation transactions and resource navigation (both physical and digital)

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Ability to use and assist with basic educational and office technology (Microsoft products, Canvas, Zoom, etc).
- Ability to maintain confidentiality. Ability to understand and follow written and oral instructions.
- Some light lifting, bending, stretching, and pushing heavy carts may be required.

PREFERRED SKILLS:

Communication skills. Friendly, welcoming demeanor. Bilingual preferred.

ADDITIONAL NOTES:

Will be scheduled 2 days a week.