



## STUDENT EMPLOYMENT POSITION DESCRIPTION

<b>Position Title:</b>	Student Library Assistant	<b>Department Contact:</b>	Kristin Williams
<b>Department/Unit:</b>	Library	<b>Phone:</b>	541-278-5916
<b>BMCC Location</b>	Pendleton	<b>Email:</b>	<a href="mailto:kwilliams@bluecc.edu">kwilliams@bluecc.edu</a>

### Job Description

#### ROLE AND RESPONSIBILITIES:

- Assist with maintaining Pendleton 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.