



## STUDENT EMPLOYMENT POSITION DESCRIPTION

<b>Position Title:</b>	Office Assistant	<b>Department Contact:</b>	O'Keeya Brown
<b>Department/Unit:</b>	Baker Center	<b>Phone:</b>	541-523-9127
<b>BMCC Location</b>	Baker City	<b>Email:</b>	obrown@bluecc.edu

### Job Description

#### **ROLE AND RESPONSIBILITIES:**

Greet public, answer phones and respond to emails, stock paper and pencils in reception area and classrooms, sanitize surfaces after use, shred documents, break down boxes, take recycling to Baker Sanitary, check/update all signs/flyers, assist students and instructors, light janitorial duties as needed

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Basic computer knowledge
- Familiarity with Outlook

#### **PREFERRED SKILLS:**

Prior office experience, well-developed interpersonal and communication skills, possess a high level of customer service, able to work independently with minimal supervision and within college policies and procedures

#### **ADDITIONAL NOTES:**

Work Schedule: 8:00 a.m. to 5:00 p.m. Monday-Friday