



STUDENT EMPLOYMENT POSITION DESCRIPTION

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|-------------------------|--------------------------------------|----------------------------|--------------------|
| Position Title: | Office Assistant | Department Contact: | Anne Morter |
| Department/Unit: | Boardman – Workforce Training Center | Phone: | 541-481-2099 |
| BMCC Location | Boardman | Email: | amorter@bluecc.edu |

Job Description

ROLE AND RESPONSIBILITIES:

Answer phones, take messages, greet students and community members, minor IT troubleshooting, office work on Word, Excel, Powerpoint

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Willing and quick to learn, good computer skills, outgoing and friendly personality, good phone etiquette

PREFERRED SKILLS:

- Word, Excel, Powerpoint,
- Communication Skills

ADDITIONAL NOTES:

Willing to work around class schedule.