



STUDENT EMPLOYMENT POSITION DESCRIPTION

Position Title:	Office Assistant	Department Contact:	Stephanie Avila
Department/Unit:	Hermiston Center	Phone:	541-567-1800, x3305
BMCC Location	Hermiston	Email:	savila@bluecc.edu

Job Description

ROLE AND RESPONSIBILITIES:

Answer phones, take messages, greet students and community members. Minor IT troubleshooting. Knowledgeable in Microsoft Office (Word, Excel, and PowerPoint).

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Friendly personality, computer skills, willingness to learn, and good phone etiquette.

PREFERRED SKILLS:

- Communication Skills
- Bilingual (Spanish)
- Attention to detail
- Microsoft Office
- Prior office experience
- Organizational Skills

ADDITIONAL NOTES:

Willing to work around time schedule