



STUDENT EMPLOYMENT POSITION DESCRIPTION

Position Title:	Administrative Assistant	Department Contact:	Velda Arnaud
Department/Unit:	Business Dept.	Phone:	541-278-5740
BMCC Location	Pendleton	Email:	varnaud@bluecc.edu

Job Description

ROLE AND RESPONSIBILITIES:

Perform office tasks such as creating and formatting business documents and marketing materials, developing fillable forms, designing and editing spreadsheets, producing and editing videos, maintaining websites, posting to social media, communicating, or following verbal and written instructions.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Prefer a business degree-seeking student. Must be able to work on the Pendleton campus.

PREFERRED SKILLS:

Must be competent with Microsoft Word, Excel, PowerPoint, and Publisher. Strong data entry and accurate keyboarding skills. Experience with videos and social media preferred, but not required.

ADDITIONAL NOTES:

None.