



## STUDENT EMPLOYMENT POSITION DESCRIPTION

<b>Position Title:</b>	Office Assistant	<b>Department Contact:</b>	Theresa Bosworth
<b>Department/Unit:</b>	Financial Aid	<b>Phone:</b>	541-278-5971
<b>BMCC Location</b>	Pendleton	<b>Email:</b>	<a href="mailto:tbosworth@bluecc.edu">tbosworth@bluecc.edu</a>

### Job Description

**ROLE AND RESPONSIBILITIES:**

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.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

Student taking a minimum of 6 credit hours per term

**PREFERRED SKILLS:**

Previous office experience preferred but not required.

Microsoft Office experience

**ADDITIONAL NOTES:**

None.