



## STUDENT EMPLOYMENT POSITION DESCRIPTION

<b>Position Title:</b>	HR Assistant	<b>Department Contact:</b>	Connie Fellows
<b>Department/Unit:</b>	Human Resources	<b>Phone:</b>	541-278-5837
<b>BMCC Location</b>	Pendleton	<b>Email:</b>	<a href="mailto:cfellows@bluecc.edu">cfellows@bluecc.edu</a>

### Job Description

**ROLE AND RESPONSIBILITIES:**

Conduct clerical related duties such as filing; working with Excel and Word and assisting with various projects. Confidentiality is a must. Must be proficient in spelling and must be able to lift up to 20 pounds.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

Ability to spell and basic computer skills i.e. Excel and Word

**PREFERRED SKILLS:**

Prior office or related skills.

**ADDITIONAL NOTES:**

We will work around school schedule.