



STUDENT EMPLOYMENT POSITION DESCRIPTION

Position Title:	Veteran’s Resource Center Assistant; Career Center Assistant	Department Contact:	Roman Olivera
Department/Unit:	Student Resources	Phone:	541-278-5958
BMCC Location	Pendleton	Email:	rolivera@bluecc.edu

Job Description

ROLE AND RESPONSIBILITIES:

- Mentor students individually and in groups
- Initiate and coordinate student engagement opportunities
- Assist students with navigating BMCC’s veteran resources

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- This person must be a veteran or spouse, partner, sibling, family member of a Veteran;
- Help veteran students navigate the college atmosphere

PREFERRED SKILLS:

Outgoing, good customer service skills and campus knowledge. Student Mentor must also be proficient or able to learn MS Word and Excel programs. Able to work with diverse populations and keep conversations and records confidential.

ADDITIONAL NOTES:

Summer, Fall, Winter, Spring terms