



STUDENT EMPLOYMENT POSITION DESCRIPTION

Position Title:	Social Media/Office Assistant	Department Contact:	Crystal Patton-Doherty
Department/Unit:	TRIO Student Support Services	Phone:	541-278-5849
BMCC Location	Pendleton	Email:	cpatton@bluecc.edu

Job Description

ROLE AND RESPONSIBILITIES:

Student to create on various social media platforms information and activities related to TRIO/SSS. Social Media platforms will support the TRIO/SSS staff to develop and implement outreach and promotional campaigns to boost brand engagement. Assist peers with computer skills, TRIO application. Office duties.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Familiar with Microsoft Word and Excel, Canva, Canvas and other publishing platforms.

PREFERRED SKILLS:

Prior office experience, communication skills

ADDITIONAL NOTES:

Flexible work schedule