

Blue Ridge Community College - Employee Job Description

Position Title: Registrar Work Study

Classification: Work Study

Division:
Student Services

Pay Rate: \$8.50/hr.

Department:
Registrar's Office

To apply, contact: Kirsten Bunch at (828) 694-1804

Statement of Primary Purpose:

Accurately alphabetize and retrieve student academic records. Scan incoming documents and electronically file in student files. Assist with various mail outs, copying duties, and other duties as assigned by the Registrar and Assistant Registrar.

Essential Functions and Responsibilities:

Alphabetizing and scanning

Additional Duties and Responsibilities:

Minimum Qualifications

Education:

Knowledge and Skills:

Good alphabetization skills and filing skills

Physical Demands:

Date Last Revised: 4/12/17