

Blue Ridge Community College - Employee Job Description

Position Title: Work Study Student	Classification: Work Study
Division: EWD-CE	Pay Rate: \$8.50/hr.
Department: Allied Health	
To apply, contact: Deanna Krause at (828) 694-1761	
Statement of Primary Purpose: To help disseminate information about HSCB, assist customers, organize supplies, filing, distribute mail to faculty and staff. answer phone	
Essential Functions and Responsibilities: Assisting students, and visitors, organize supplies, Filing, distribute mail(courier also) , answer phone. Utilizing basic computer skills to input statistics, call back to students.	
Additional Duties and Responsibilities:	
Minimum Qualifications Education: Knowledge and Skills: Basic computer skills Physical Demands:	
Date Last Revised:	