

Blue Ridge Community College - Employee Job Description

Position Title: Small Business Center Assistant	Position No.: N/A
Division: EWD/CE	Position Category: N/A
Department: Small Business Center	Classification: Work Study
Supervisor: Ben Smith	
Statement of Primary Purpose: Support the training and consulting services provided by the SBC.	
Essential Functions and Responsibilities: Filing, creating and maintaining spreadsheets, creating file folders and labels and entering seminar and conference evaluations.	
Additional Duties and Responsibilities: Attend SBC seminars to deliver folders to instructor when needed. Attend SBC conferences working at the registration table, attending conference seminars helping with sign-in sheets and evaluations and maintenance and set-up of conference refreshment table.	
Minimum Qualifications <i>Education: High School</i> <i>Knowledge and Skills: Limited computer skills, organization skills, familiar with Google Drive, some filing.</i> <i>Physical Demands: Should be able to lift 25 pounds however, this is not mandatory.</i>	
If you are interested in this position, please complete the Small Business Center Assistant application here.	
Date Last Revised: April 30, 2019	