

## Blue Ridge Community College - Employee Job Description

**Position Title:** Print Shop Work Study

**Position No.:**

**Division:** Finance

**Position Category:**

**Department:** Print Shop

**Classification:**

**Supervisor:** Teresa O. Goldsmith

**Statement of Primary Purpose:** Assist the Print Shop Specialist as needed.

**Essential Functions and Responsibilities:**

- Assist with answering incoming Print Shop calls for service.
- Assist with receiving, and maintaining a record of, incoming packages.
- Assist with making copies for faculty, staff, and students.
- Assist with replacing toner cartridges and delivering copier paper across campus.

**Additional Duties and Responsibilities:**

- Perform other duties as assigned.

**Minimum Qualifications**

**Education:** High School Diploma or GED

**Knowledge and Skills:**

Excellent customer services skills, strong personal and professional integrity, effective verbal and written communication skills, and a commitment to safety. Ability to prioritize multiple assignments, adapt to changing priorities and situations, and follow-through on the completion of assignments. Proficiency using Microsoft Office Suite, College email and website, and web-based computer applications preferred.

**Physical Demands:**

The ability to perform all duties associated with the position, including, but not limited to lifting, prolonged standing, sitting, bending, stooping, and operating or performing work associated with copier machines.

**To apply for this position, please complete the Print Shop Assistant application [here](#).**

**Date Last Revised:** August 16, 2019

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