

Blue Ridge Community College - Employee Job Description

Position Title: EWD/CE Work Study Office Assistant	Position No.:
Division: EWD/CE	Position Category:
Department: Various	Classification:
Supervisor: Jerry Johnson	
Statement of Primary Purpose: Act as the Office Assistant for the Division for Economic and Workforce Development.	
Essential Functions and Responsibilities: Will conduct a variety of clerical functions for the EWD/CE office including working in Microsoft Word and Excel to create documents, filing, assisting with compiling of records and reports, registering students and copying documents for the defensive driving courses and other EWD/CE courses.	
Additional Duties and Responsibilities: Will fill in as customer service person at key reception locations including EWD/CE Office, Small Business Center and NCWorks Career Center as needed.	
Minimum Qualifications Education: Prefer a student from Office Systems or Business Administration who is seeking an Associate's Degree Knowledge and Skills: Microsoft Office skills including Excel and Word, attention to detail, organizational skills, phone and in person customer service skills. Physical Demands:	
If you are interested in applying for this position, please complete the Economic & Work-Force Development and Continuing Ed Assistant application here.	
Date Last Revised: 4/25/19	