

## Blue Ridge Community College - Employee Job Description

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| <b>Position Title:</b> Registrar's Office Work Study | <b>Position No.:</b> N/A          |
| <b>Division:</b> Registrar's Office                  | <b>Position Category:</b> N/A     |
| <b>Department:</b> Student Services                  | <b>Classification:</b> Work Study |

**Supervisor:** Sara Schumacher

**Statement of Primary Purpose:**

The purpose of Work Study within the Registrar's Office is to accurately alphabetize, retrieve and/or file Student Academic Records, as well as assist with the scanning process for moving all physical files into a digital format.

**Essential Functions and Responsibilities:**

The Work Study Student must be able to alphabetize correctly, as well as correctly determine how individual documents and files must be scanned.

**Additional Duties and Responsibilities:**

The Work Study Student must be able to communicate effectively with the Registrar's Office Staff.

**Minimum Qualifications**

**Education:**

**Knowledge and Skills:**

Accurate alphabetization, filing, and basic computer skills for scanning.

**Physical Demands:**

If you are interested in applying for this position, please complete the Registrar's Office Assistant application [here](#).

**Date Last Revised:** 04/25/2018