

## Blue Ridge Community College - Employee Job Description

<b>Position Title:</b> Fire and Rescue Work study	<b>Classification:</b> Work Study
<b>Division:</b> EWD/CE	<b>Pay Rate:</b> \$8.50/hr.
<b>Department:</b> Emergency Services	
<b>To apply, contact:</b> Jay Alley at (828) 694-1729	
<b>Statement of Primary Purpose:</b> The Fire and Rescue work-study preparing packets for fire and rescue testing. Filing and storage management of fire and rescue students class information. .	
<b>Essential Functions and Responsibilities:</b> . 1. Assist in updating, maintaining, and distributing course outlines and materials for Fire and Rescue courses. 2. Assist in the creation and maintenance of brochures, mailings, databases, and directories as needed. 3. Perform other duties as assigned by supervisor. 4. Maintain the technical competencies necessary to the job function.	
<b>Additional Duties and Responsibilities:</b>	
<b>Minimum Qualifications</b> <b>Education:</b> HS diploma <b>Knowledge and Skills:</b> Office skills required <b>Physical Demands</b> Must be physically able to perform task levels commensurate with a firefighter/rescue technician	
<b>Date Last Revised:</b> April 14, 2017	