

Blue Ridge Community College - Employee Job Description

Position Title: Print Shop Assistant	Classification: Work Study
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Division:	Pay Rate: \$8.50/hr.
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Department: Print Shop	
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To apply, contact: Teresa Goldsmith (828) 694-1727

Statement of Primary Purpose:

To assist the Print Shop Specialist in providing services to our staff, faculty and students

Essential Functions and Responsibilities:

- Operate all machinery and provide all services of the Print Shop
- Prepare all materials requested
- Charge all materials and services to the proper account(s)
- Answer the phone and greet visitors
- Replace paper, toner and staples in designated machines when requested by users
- Perform other duties as may be assigned by the supervisor

Additional Duties and Responsibilities:

Minimum Qualifications

Education:

Knowledge and Skills:

- Limited computer knowledge
- Good customer service
- Good phone service
- Able to follow instructions
- Able to lift 50 pounds

Physical Demands:

Date Last Revised:5/6/2016