

## Blue Ridge Community College - Employee Job Description

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| <b>Position Title:</b> Student Services Assistant   | <b>Classification:</b> Work Study |
| <b>Division:</b><br>Student Services  | <b>Pay Rate:</b> \$8.50/hr.       |
| <b>Department:</b><br>Disability Services/Admissions  |                                   |
| <b>To apply, contact:</b> Judith Harris at (828) 694-1813   |                                   |
| <b>Statement of Primary Purpose:</b> This person would primarily scan paper files for conversion to electronic files for disability services. This person may also help with campus-wide accessibility tasks.   |                                   |
| <b>Essential Functions and Responsibilities:</b> Basic knowledge of computer usage (word processing, spreadsheets), and the internet, CFNC and WebAdviser/My Blueridge. Using scanning software to convert paper files to electronic files. Inputting information into database. Ability to manage confidential information with complete discretion. |                                   |
| <b>Additional Duties and Responsibilities:</b> Assist students with applications to BRCC and help with MyBlueridge/WebAdviser.  |                                   |
| <b>Minimum Qualifications</b> Must have good basic organizational skills and attention to detail. Able to use computer. Must be dependable.<br><i>Education:</i> High school graduate and in school here at BRCC<br><br><i>Knowledge and Skills:</i><br><br><i>Physical Demands:</i>  |                                   |
| <b>Date Last Revised:</b>   |                                   |