

## Blue Ridge Community College - Employee Job Description

<b>Position Title:</b> GA Work Study	<b>Classification:</b> Work Study
<b>Division:</b> General Administration	<b>Pay Rate:</b> \$8.50/hr.
<b>Department:</b> Research, Planning, and Institutional Effectiveness	
<b>To apply, contact:</b> Carol Ann Lydon at (828) 694-1882	
<b>Statement of Primary Purpose:</b> Student will be assisting in all things related to this department and will receive training and practice in using Word, Excel, Publisher, and Survey Monkey.	
<b>Essential Functions and Responsibilities:</b> Assist the Director of the department in creating and inputting surveys, formatting survey results, administering over the phone surveys, creating a bi-annual newsletter, distributing the WOW twice a month, internet research, mailings, filing, and various other office duties.	
<b>Additional Duties and Responsibilities:</b>	
<b>Minimum Qualifications</b> <i>Education:</i> BRCC student  <i>Knowledge and Skills:</i> Familiarity with Microsoft Office  <i>Physical Demands:</i> Walk around campus twice a month to distribute WOW.	
<b>Date Last Revised:</b> April 13, 2017	