

Blue Ridge Community College - Employee Job Description

Position Title: Human Resources Assistant	Classification: Work Study
Division: General Administration	Pay Rate: \$8.50/hr.
Department: Human Resources	
To apply, contact: Tish Price at (828) 694-1741	
Statement of Primary Purpose: The Human Resources Assistant is responsible for providing administrative support to the College's Human Resources Department. This position will perform work related to data entry, record keeping, scanning, filing and closing out personnel files.	
Essential Functions and Responsibilities: <ul style="list-style-type: none">• Data entry into the College's data information system and querying information as needed• Filing of personnel documents• Scanning personnel files• Closing out personnel files and preparing for storage	
Additional Duties and Responsibilities: <ul style="list-style-type: none">• Performs general office duties as assigned	
Minimum Qualifications <p>Education: <i>Minimum of 2 semesters of general business courses with a grade of C or better.</i></p> <p>Knowledge and Skills:</p> <ul style="list-style-type: none">• Possess a strong work ethic and dependable• Proficiency in time management, organizational skills and proficiency• Maintain a high level of confidentiality and discretion• Interpersonal communication skills• Proficiency using Microsoft Office Word and Excel and Adobe products• Presentation and ability to meet with public and customers in a professional manner <p>Physical Demands: The ability to perform all duties associated with the position including, but not limited to, lifting, prolonged standing, sitting, bending, stooping, and operating or performing work with associated tools and machines.</p>	
Date Last Revised: May 5, 2017	