

Blue Ridge Community College - Employee Job Description

Position Title: English/Math Work Study	Classification: Work Study
Division: Arts and Sciences	Pay Rate: \$8.50/hr.
Department: English	
To apply, contact: Sam Sonnier at (828) 694-1861	
Statement of Primary Purpose: To help with administrative duties and responsibilities assigned to English department faculty.	
Essential Functions and Responsibilities: <ol style="list-style-type: none">1. Printing/organizing classroom materials and resources2. Ordering textbooks and other classroom materials3. Helping perform other routine administrative duties	
Additional Duties and Responsibilities:	
Minimum Qualifications Education: N/A Knowledge and Skills: Basic printing ability and ability to read and use Excel Physical Demands N/A	
Date Last Revised: April 25, 2017	