

Blue Ridge Community College - Employee Job Description

Position Title: Engineering Technology Work Study **Classification:** Work Study

Division: Advanced Technologies **Pay Rate:** \$8.50/hr.

Department: Engineering

To apply, contact: Sharon Suess at (828) 694-1838

Statement of Primary Purpose:

To assist the engineering departments in the shop, with equipment, supplies and administrative duties.

Essential Functions and Responsibilities:

Duties will include, but are not limited to:

- a) Maintain inventory, cleanliness, and organization of equipment, spare parts, departmental shops and classrooms.
 - b) Maintain updated Material Safety Data Sheets.
 - c) Perform and troubleshoot some experimental lab procedures.
 - d) Maintain bulletin boards used to display current engineering topics.
 - e) Perform internet research and generate brief reports on a variety of topics- such as suppliers/vendors of equipment, software, etc.
 - f) Administrative assistance using MS office to create spreadsheets and other documents.
 - g) Assist instructor as needed to keep the shop and all related engineering courses operating effectively.
- Assigned duties will always be explained thoroughly to enable the student to work safely and learn while completing a task.

Additional Duties and Responsibilities: N/A

Minimum Qualifications

Education:

Enrolled in a program at BRCC

Knowledge and Skills:

- *Able to follow written and verbal instructions*
- *Work independently, with minimal supervision, and be a self- starter*
- *MS Office suite, adobe, internet, email*

Physical Demands: *Light lifting < 30 lbs. Sitting for a few hours. Standing for a few hours.*

Date Last Revised: 5/3/2017