

Blue Ridge Community College - Employee Job Description

Position Title: Work Study Student, Law Enforcement	Position No.:
Division: Division of Economic and Workforce Development/Continuing Education	Position Category:
Department: Law Enforcement	Classification:
Supervisor: Sherry Phillips (828) 694-1760	
Statement of Primary Purpose: To assist law enforcement program area with various tasks	
Essential Functions and Responsibilities: <ul style="list-style-type: none">• File instructor and student paperwork• Scan Instructor and students required documents• Organize and record instructor required documents• Review current and past required files and paperwork for accuracy/comparing to a check list	
Additional Duties and Responsibilities: <ul style="list-style-type: none">• Performs other tasks as assigned by the Director of Law Enforcement Training	
Minimum Qualifications Education: HS Experience: Experienced in general office duties and handling confidential material and maintain the confidently of paperwork and material with the Law Enforcement program area Job-specific Characteristics and Skills Required: <ul style="list-style-type: none">• Experienced in general office duties• Organized• Ability to work independently (when needed)• Prioritization skill.• Meets deadline Knowledge and Skills: Experienced in using Microsoft Office Suite or similar products 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.	
Date Last Revised 03/18/2014	