

Blue Ridge Community College - Employee Job Description

Position Title: Business Programs Office Assistant Work Study	Position No.: N/A
Division: Instruction	Position Category: N/A
Department: Business and Service Careers	Classification: Work Study

Supervisor: Jana Hosmer, Chair for Business Programs

Statement of Primary Purpose: The Business Programs Office Assistant is responsible for providing administrative support to the College's Business Programs area. This position will perform a variety of office-related functions to support the Chair of Business Programs and the department as a whole. Functions include internet research, marketing programs to new and current students, data entry, copying, scanning record keeping, and general support for the area.

Essential Functions and Responsibilities:

- Marketing tasks related to new and current students including cold calling potential students who have shown interest in our programs
- Tasks related to recruiting events including prepping materials, set up, etc.
- Assist with cleaning up advising lists
- Spreadsheet maintenance and development
- Internet research related to new programs and articulation with 4-year schools
- Assist with paperwork and clerical tasks

Additional Duties and Responsibilities:

- Other duties as assigned

Minimum Qualifications

Education: BRCC student; Preference given to an Office Administration or other Business Programs student

Knowledge and Skills:

- Familiarity with Microsoft Office Word and Excel and Google suite Sheets
- Possess a strong work ethic and dependable
- Proficient in time management, organizational skills, and proficiency
- Interpersonal communication skills

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.

To apply for this position, please complete [the Business Programs Assistant application here.](#)

Date Last Revised: 05/15/20

