

## Blue Ridge Community College - Employee Job Description

**Position Title:** Small Business Center Assistant

**Position No.:** N/A

**Division:** EWD/CE

**Position Category:** N/A

**Department:** Small Business Center

**Classification:** Work Study

**Supervisor:** Ben Smith

**Statement of Primary Purpose:** Support the training and consulting services provided by the SBC.

**Essential Functions and Responsibilities:**

- Use basic functions of a computer (Word, Excel, etc)
- Perform clerical work (filing, client processing etc)
- Communicate effectively internally with staff and externally with client base (verbal & written)
- Work with supervision and possess willingness/openness to learn

**Additional Duties and Responsibilities:** Other duties as needed.

**Minimum Qualifications**

- Be detail oriented
- Set effective goals and deadlines and follow through
- Maintain a positive attitude and work effectively with others

**Education:** High School

**Knowledge and Skills:** Limited computer skills, organization skills, familiar with Google Drive, some filing, knowledge of Word and Excel, ability to file accurately

**Physical Demands:** Should be able to lift 25 pounds however, this is not mandatory.

If you are interested in this position, please complete the [Small Business Center Assistant application here.](#)

**Date Last Revised:** April 30, 2020