

# Blue Ridge Community College - Employee Job Description

**Position Title:** Engineering Technology Work Study

**Position No.:**N/A

**Division:** Advanced Technologies

**Position Category:**N/A

**Department:** Engineering

**Classification:** Work Study

**Supervisor:** Sharon Suess

## **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.
- h) Assist with tours and other on campus departmental related activities.

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- especially Excel, adobe, internet, email*
- *Prioritize tasks in a fast paced environment.*
- *Ability to Multi-task*
- *Maintain a positive and quality service focused attitude*

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

If you are interested in applying for this position, please complete the [Engineering Technology Assistant application here.](#)

**Date Last Revised:** 4/30/2020