Blue Ridge Community College - Employee Job Description

Position Title: Student Services Work Study	**Position No.**: N/A
Division: Student Services	**Position Category**: N/A
Department: Enrollment Management	**Classification**: Work-Study

Supervisor: Laura Simmons
Contact Number: 828-694-1807
Email: lm_simmons@blueridge.edu

Statement of Primary Purpose:
Performs a variety of clerical duties for the Student Services division, greet (both in person and via phone) and assist students, faculty, staff and visitors to the college. Proctors placement and admissions tests for incoming students and students in selective admissions programs.

Essential Functions and Responsibilities:

- Scan and file student records and other documents as needed
- Greet and assist students, faculty, staff, and visitors to the College and direct them as appropriate.
- Dispense general information in a cordial manner.
- Proctor pre-enrollment placement tests for incoming students.
- Proctor admissions tests for selective admissions programs (example Nursing).
- Ensure compliance and confidentiality with all policies and procedures of the College, NC Community College System, and applicable State and Federal agencies.

Additional Duties and Responsibilities:

- Perform clerical tasks for Division for Student Services.
- Assist with bulk mail outs and other postal needs as requested
- Perform other duties as may be assigned by the Supervisor

Minimum Qualifications

Education: *High School Diploma or Equivalent*

Knowledge and Skills: *The ideal person will possess strong personal and professional integrity, effective verbal and written communication skills, and a commitment to safety. Proficiency using Google Suite or similar products and other computer applications associated with the position.*

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. Dexterity of hands.*

If you are interested in applying for this position, please complete the Student Services Work Study Application here.

Date Last Revised: 09/04/2025