Blue Ridge Community College - Employee Job Description

Position Title: Courier	**Position No.**: N/A
Division: Transylvania County Campus	**Position Category**: N/A
Department: Transylvania County Campus	**Classification**: Work Study
Supervisor: TCC Administrative Assistant-Jenny Phillips	

Statement of Primary Purpose:
Courier delivers mail between campuses.

Essential Functions and Responsibilities:

- Pickups and delivers Transylvania County Campus (TCC) mail to Henderson County Campus (HCC) and delivers HCC mail to TCC.
- Dependable person with reliable transportation

Additional Duties and Responsibilities:

- Perform other duties as may be assigned by the Supervisor

Minimum Qualifications

- Valid Driver's License
- Reliable transportation

***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 products and other computer applications associated with the position.*

***Physical Demands**:*
Be able to lift heavy loads, i.e. 25-30 lbs.

Date Last Revised: September 4, 2025

Please apply for TCC Carrier Position Here!