



Student Employment Summer and Fall 2011

Part time Work Study needed for the School of Business and Information Technology

Business and Technology is looking for a reliable person who can efficiently complete projects independently, assist with the creation and layout of Web CT courses, and provide divisional support, which includes but is not limited to making copies, organizing files. To assist the Dean of the Business and Technology Department, staff, and other faculty in completing office related tasks. Applicant must have good communication skills, and the ability to handle many tasks at once. This position will be supervised and objectives given by the Dean of Business and Technology

Contact Human Resources for an application and bring it to D13. For more information, contact Apryl McDonough amcdonou@blueridgectc.edu or 304-260-4380 extension 2320