

Assistant for Assessment Programs

There is currently a position available as the Assessment Coordinator's assistant for the Summer semester. There are several criteria to be eligible for this position:

Must be eligible for Federal Work Study Requirements

Must be able to use Microsoft Excel and Microsoft Office

This position will have a variety of duties and responsibilities. The student that fills this position will assist in filing and data collection. This means working on the computer and managing confidential filing systems, etc. The students will be tasked with sorting and scanning documents, and creating folders. The student must have a working knowledge of Microsoft WORD and Microsoft Excel. Students will be tasked with miscellaneous paper work in order to assist the Director of Assessment and Institutional Planning. Other tasks may be assigned on an as needed basis.

The exact number of hours scheduled will be determined on the amount of eligibility the individual student has for student work study. These positions will be supervised and overseen by the Director of Assessment and Institutional Planning.

If interested please see Teresa Noll in the HR department for an application. Any questions please contact Chiquita Howard-Bostic at choward@blueridgectc.edu.