



Student Employment – Federal Work Study Fall 2012-Spring 2013

Administrative Assistant – Allied Health

The Blue Ridge CTC Allied health office is looking for a student administrative assistant for the 2012-13 academic year. Duties include: greeting visitors, typing, filing, photocopying, and other various clerical responsibilities. The student should have a working knowledge of Microsoft applications. The candidate must be responsible, reliable, and courteous.

This position will be paid through the Federal Work Study Program and the amount of hours will be determined by the award. The work hours will be between 8am and 4pm Monday- Friday depending on the student's availability. The position is located in the Headquarters building on Apple Harvest Drive.

Please contact **Carmeene Secola** at **304-260-4380 x2300**, by email at csecola@blueridgectc.edu or stop by the **Allied Health Office: Suite 3200** in the Headquarters building.