

## Blue Ridge Community College - Employee Job Description

**Position Title:** Registrar's Office Work-Study Assistant

**Position No.:** N/A

**Division:** Registrar's Office

**Position Category:** N/A

**Department:** Student Services

**Classification:** Work-Study

**Supervisor:** Sara Schumacher

**Statement of Primary Purpose:**

The purpose of work-study within the Registrar's Office is to accurately alphabetize, retrieve and/or file Student Academic Records, as well as assist with the scanning process for moving all physical files into a digital format.

**Essential Functions and Responsibilities:**

The work-study student must be able to alphabetize correctly, as well as correctly determine how individual documents and files must be scanned.

The work-study student is also responsible for reviewing previously scanned files to ensure accuracy.

**Additional Duties and Responsibilities:**

The work-study student must be able to communicate effectively with the Registrar's Office staff.

**Minimum Qualifications**

**Education:** High School Diploma or equivalent

**Knowledge and Skills:** Accurate alphabetization, filing, and basic computer skills for scanning.

**Physical Demands:** Dexterity of hands

If you are interested in applying for this position, please complete the [Registrar's Office Work-Study Assistant application here.](#)

**Date Last Revised:** 06/23/2025