Department: _____Regional Campuses______________

Campus: _____Lawrenceburg____________________

Supervisor: _____Rhonda Wheeler_______________

Contact Information:

Name: ______Rhonda Wheeler____

Building: ______Lawrenceburg_______________

Room: ______Front Office______________

Phone: ______x56811______________________

Brief Job Description: ___answering phone at front office, filing, typing_______________________________

______________________________________________________________________________

Preferred qualifications: _____computer knowledge, ability to answer multiple phones lines__

______________________________________________________________________________

Number of positions: ________1____

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