



Student Onboarding Success Work-Study Position

Salary: \$18 per hour
Location: Student Services • Welcome Center • Room 119
Job Type: Federal Work-Study/Part-time
Department: Student Success
Opening Date: 08/17/2026

General Job Description

Provides administrative, programmatic, and event support to the Career Services Office. This position offers students valuable professional experience while assisting with initiatives that promote student career readiness, employer engagement, graduation outcomes, and campus events. The student employee will support daily office operations, assist with data collection, create marketing materials, and help coordinate career-related programming.

Duties

- ⚙ Complete special projects that support the development and growth of the Career Services department and enhance student engagement.
- ⚙ Contact graduating students through phone, email, text, and in-person outreach to collect data and graduation outcome information.
- ⚙ Assist with tracking responses and maintaining accurate student records.
- ⚙ Assist with planning and executing career fairs, employer events, workshops, orientations, and other Career Services programs.
- ⚙ Prepare event materials, signage, nametags, packets, and various items.
- ⚙ Help with event setup, registration, and breakdown.

Required and Preferred Qualifications

- ✓ Admitted to a degree or diploma program.
- ✓ Meet the Satisfactory Academic Progress requirements for Federal Student Aid
 - Earn and maintain a cumulative GPA of at least 2.0.
 - Earn and maintain a cumulative completion rate of 67%.
 - Complete your program of study within 150% of the published length of the program.
- ✓ Complete and submit a Federal Work-Study Application to the Office of Financial Assistance and Engagement
- ✓ Pass a background check that is utilized by Randolph Community College when hiring all employees.

While the Federal Work-Study program has no specific enrollment level requirements, Randolph Community College gives priority to students enrolled in at least six credit hours each semester.

Agency | Randolph Community College
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Phone | 336-633-0256
Website | www.randolph.edu/rcc-jobs.html