



Federal Work-Study Position

Salary: \$18 per hour
Location: AE Building — College and Career Readiness
Job Type: Federal Work-Study/Part-time CCR Office Assistant
Department: College and Career Readiness
Opening Date: 8/17/2026

General Job Description

The College and Career Readiness Office Assistant will assist the department in various administrative and customer service duties across the department.

Duties

- ⚙ Hospitality — Answering Phones, taking messages, assisting CCR front desk with walk-ins, and maintaining a professional and pleasant environment.
- ⚙ Administrative — Making copies for staff and instructors, filing, shredding, organizing supplies and papers, inventorying and labeling supplies, stocking classrooms, sharpening pencils, preparing orientation folders.
- ⚙ Cleaning — Maintaining a clean workspace, cleaning and organizing classrooms and teacher workroom.

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.

Experience Requirements

- ✓ **Required:** Some customer service experience.
- ✓ **Preferred:** Some office and/or administrative experience.

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
Address | 629 Industrial Park Ave. • Asheboro, North Carolina, 27205

Phone | 336-633-0256
Website | www.randolph.edu/rcc-jobs.html