



Federal Work-Study Position

Salary: \$18 per hour
Location: LRC 213
Job Type: Federal Work-Study/Part-time
Department: College Transfer
Opening Date: 08/17/2026

General Job Description

This document outlines a Federal Work Study/Part-time position in the Arts, Sciences and Education division. The role includes assisting with clerical tasks, supporting department heads/faculty, creating surveys, setting up professional development sessions, managing tables at events, running errands, and printer and copier usage and maintenance. This position will also support the Biology and Chemistry laboratories by helping maintain a safe, organized, and efficient learning environment for students and faculty. This position assists with laboratory preparation, equipment organization, and basic administrative tasks while gaining hands-on experience in a science lab setting. This position will assist with BIO and CHM lab during the day.

Duties

- ✿ To assist with clerical duties such as filing and shredding.
- ✿ Speaking with faculty about needs and assisting with tasks when possible.
- ✿ Creating surveys.
- ✿ Setting up professional development sessions/running equipment.
- ✿ Setting up and manning tables for events.
- ✿ Running errands on campus.
- ✿ Making copies.
- ✿ Maintaining printers/ink.
- ✿ Assist faculty and lab facilitator with preparation and setup of biology and chemistry laboratory experiments.
- ✿ Clean, organize, and maintain laboratory equipment, glassware, and workspaces.
- ✿ Label, store, and distribute laboratory materials and supplies.
- ✿ Help ensure compliance with laboratory safety procedures and guidelines.
- ✿ Assist with inventory of lab supplies and notify staff when materials are low.
- ✿ Support proper disposal of laboratory waste according to safety protocols.
- ✿ Perform light administrative tasks such as filing, organizing manuals, or updating supply lists.
- ✿ Maintain cleanliness and organization of preparation rooms, storage areas, and laboratory benches.

Skills and Abilities

- ✿ Strong attention to detail.
- ✿ Good time management and organizational skills.
- ✿ Ability to maintain confidentiality and professionalism.

Physical Requirements

- ✿ Ability to stand for extended periods.
- ✿ Ability to lift and move light to moderate lab supplies (up to approximately 25 lbs).
- ✿ Ability to work safely around standard laboratory chemicals and equipment with proper training.

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

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

Phone | 336-633-0256

Website | www.randolph.edu/rcc-jobs.html