

Salary: \$18 per hour
Location: Campus Safety Building
Job Type: Federal Work-Study/Part-time
Department: Compliance Contracts and Risk Management
Opening Date: 08/17/2026

General Job Description

The Office of Compliance, Contracts, and Risk Management Work-Study position involves assisting with administrative duties and safety surveys on the Asheboro main campus. Duties require efficient use of Word, Excel, and Outlook. Customer service skills through phone and in-person interactions are required.

Duties

- ⚙ Providing customer service duties, including answering phones or assisting walk-ins.
- ⚙ Utilize excellent communication skills and conduct interactions in a professional manner.
- ⚙ Provide general information to students, faculty, staff, and visitors.
- ⚙ Give directions or escort the person to where they need to be (ex. Testing, CCR, Business Office, classroom, etc.).
- ⚙ Assist with administrative tasks, including filing and copying documents.
- ⚙ Assist with key and building access request and assignments.
- ⚙ Assist with campus safety surveys.
- ⚙ Record parking violations.
- ⚙ Maintain confidentiality of sensitive information.

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.