



## Federal Work-Study Position

**Salary:** \$18 per hour  
**Location:** Library, LRC  
**Job Type:** Federal Work-Study/Part-time  
**Department:** Library Services  
**Opening Date:** 8/17/2026

### General Job Description

The primary purpose of this work study job is to assist students/patrons in the Library and computer lab. Additional duties in the Library include shelving library materials, assisting with processing and de-processing of materials, assisting with collection management projects, etc.

### Duties

- ⚙ Assist students/patrons at the Library's Service Desk.
- ⚙ Assist students/patrons in the Library's Computer Lab.
- ⚙ Shelf library materials and maintain shelf order.
- ⚙ Assist with the processing (and de-processing) of library materials.
- ⚙ Assist with College Archives projects.
- ⚙ Assist with library displays as needed.
- ⚙ Assist in keeping a clean work area.
- ⚙ Perform special projects as assigned.
- ⚙ Provide excellent customer service.
- ⚙ 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.*

**Agency |** Randolph Community College  
**Address |** 629 Industrial Park Ave. • Asheboro, North Carolina, 27205

**Phone |** 336-633-0256  
**Website |** [www.randolph.edu/rcc-jobs.html](http://www.randolph.edu/rcc-jobs.html)