



Federal Work-Study Position: Instructional Graphic Design Assistant

Salary: \$18 per hour
Location: Math & Science Center • Room 128
Job Type: Federal Work-Study/Part-time
Department: Mathematics
Opening Date: 08/17/2026

General Job Description

The Instructional Graphic Design Assistant is an essential part of the Mathematics Department's initiative to improve student success and retention in gateway courses. This position focuses on enhancing the department's instructional identity and creating high-quality visual assets required to improve student engagement with course materials. The Assistant works within a professional production team to translate complex mathematical findings into engaging visual narratives, ensuring the college's instructional innovations are professionally presented to students and institutional stakeholders.

Duties

- ⚙ Collaborate on the design, maintenance, and regular content updates for departmental instructional portals to ensure student engagement with learning resources.
- ⚙ Create infographics, digital assets, and presentations that simplify complex topics to promote student mastery of course goals.
- ⚙ Support the creation of digital assets for student-facing instructional platforms.
- ⚙ Assist in creating educational shorts and instructional trailers that support student orientation and persistence.
- ⚙ Work with the instructional team to ensure Open Educational Resources (OER) are visually engaging and professionally formatted to increase student success and lower the cost of attendance at RCC.
- ⚙ Assist with departmental success workshops and instructional outreach materials.
- ⚙ Provide administrative assistance as needed to support departmental student success and retention goals.

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