



Federal Work-Study Position: Instructional Media & Production 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 Media & Production Assistant supports the Mathematics Department's commitment to high-impact, active learning strategies. This position focuses on the production of instructional media, peer-to-peer learning videos, and faculty training assets designed to improve student success and retention in gateway mathematics courses. Working with a professional production team, the Assistant helps capture and organize classroom interactions to document best practices in pedagogy, providing the department with a rich library of resources to enhance student engagement and academic persistence.

Duties

- ✿ Assist with camera operation, lighting, and audio capture to document effective active learning strategies within the Mathematics Department.
- ✿ Identify and highlight key instructional moments that can be used for peer-to-peer student success videos and faculty professional development.
- ✿ Support the production of interviews with students and faculty focused on overcoming challenges in mathematics and implementing successful learning techniques.
- ✿ Assist with logging, basic editing, and media management of the department's instructional video archives to ensure resources are accessible to students and staff.
- ✿ Manage participant documentation and maintain production logs to ensure all media assets meet institutional standards for instructional use.
- ✿ Secure and organize professional-grade media equipment used to support departmental instructional goals at the end of each production shift.
- ✿ Provide general administrative and production assistance to support the department's mission of increasing student success and reducing DFW (Drop, Fail, Withdraw) rates.

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