



Federal Work-Study Position/ Off-Campus

Salary: \$20 per hour
Location: Randolph Partnership for Children; 349 Sunset Ave.; Asheboro NC 27203
Job Type: Federal Work-Study/Part-time
Department: Randolph Partnership for Children
Opening Date: 8/17/2026

General Job Description

The Federal Work Study Student assigned to the Randolph Partnership for Children will support the daily operations of the nonprofit by providing essential clerical and organizational assistance to staff. This role offers hands-on experience in nonprofit leadership and administration, requires attention to detail, and professionalism. The placement provides the opportunity to contribute to mission-driven work while developing practical workplace skills and learning about the inner-workings of nonprofit leadership and the greater early childhood ecosystem.

Duties

- ⚙ Assist with early literacy programs.
- ⚙ Help the Partnership prepare for a heavy rotation of community festivals, parades, and events.
- ⚙ Prepare materials for events and programs.
- ⚙ Assist with book labeling and preparation.
- ⚙ Help categorize and clean books that are received through donations and book drives.
- ⚙ If possible, participate with Partnership staff at festivals and parades, helping distribute books and other resources.
- ⚙ Assist with general office tasks to ensure smooth workflow across the organization.

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