



Federal Work-Study Position

Salary: \$18 per hour
Location: CEIC Building
Job Type: Federal Work-Study/Part-time
Department: WCE & Apprenticeships
Opening Date: 08/17/2026

General Job Description

The Administrative Assistant in this Federal Work-Study position will play a crucial role in providing support to the WCE administrative team and assisting with marketing and managing Apprenticeship Randolph, Industrial Maintenance Technician (IMT) Apprenticeships, and other apprenticeship programs as developed, including coordinating and collaborating with apprentices and company, school, and community partners on events and activities.

The primary responsibilities include, but are not limited to:

Duties WCE

- ✿ Assist administrators by answering incoming calls or making phone calls.
- ✿ Take accurate and detailed messages, ensuring proper communication.
- ✿ Arrange files, supplies, and materials for easy accessibility.
- ✿ Responsible for securely shredding outdated and confidential documents.
- ✿ Responsible for scanning CE records.
- ✿ Adhere to document retention policies and maintain confidentiality.
- ✿ Assist with general administrative tasks as assigned.
- ✿ Collaborate with team members to ensure smooth office operations.
- ✿ General office duties as needed.

Apprenticeships

- ✿ Filing, spreadsheet and data collection, shredding, maintaining book storage area, laptop storage, bookstore order forms.
- ✿ Collaborate and develop a social media presence for positive company, apprentice, school, and community exposure.
- ✿ Assist in the planning and creation of marketing materials for apprenticeship, school recruitment, and career fair events.
- ✿ Assist in the planning and creation of materials of Apprenticeship Randolph graduation, signing ceremony, high school information events, orientation, etc.
- ✿ Work with company representatives to schedule speakers and presenters at school functions.
- ✿ Create surveys requesting feedback from students on classes and events.
- ✿ Assist in the event planning and creation of marketing materials for professional development sessions to apprentices.
- ✿ Capture photos during all events.
- ✿ Assist with general administrative tasks as assigned.
- ✿ Collaborate with the director of apprenticeships to grow and develop company partnerships and communication with apprentices.

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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Website | www.randolph.edu/rcc-jobs.html