



# Federal Work-Study Position/ ACCTION Graphic Assistant

**Salary:** \$18 per hour  
**Location:** MSC 107/Remote (as assigned)  
**Job Type:** Federal Work-Study/Part-time  
**Department:** Mathematics (NSF ACCTION Grant)  
**Opening Date:** 01/07/2026

## General Job Description

The ACCTION Graphic Assistant role is part of the NSF-funded ACCTION project. The main goal of this position is to develop the project's national identity and create the visual assets required for widespread dissemination. The Assistant will work under the guidance of the PI and professional team to showcase the college's innovation to a national audience. This role requires the ability to prioritize tasks, learn quickly, and collaborate effectively within a high-stakes production team.

## Duties

- ✿ Work alongside the logo contest to develop and implement the project's visual brand, including logos, color palettes, and professional presentation templates.
- ✿ Collaborate on the design, maintenance, and regular content updates for the ACCTION project website to ensure national visibility and user engagement.
- ✿ Create infographics and digital banners to promote grant findings and documentary milestones.
- ✿ Support the creation of digital assets for the Online Professional Development (OPD) platform.
- ✿ Assist in creating promotional trailers, video shorts, and high-quality photography to document the project's progress.
- ✿ Work with the instructional team to ensure Open Educational Resources (OER) are visually engaging and professionally formatted for public release.
- ✿ Help with event preparation and national conference materials as needed.

## 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 6 credit hours each semester.*

**Agency** | Randolph Community College  
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