RANDOLPH COMMUNITY COLLEGE | Federal Work-Study Position

Salary:	$13 per hour
Location:	Design Center
Job Type:	Federal Work-Study/Part-time
Department:	Advertising and Graphic Design / Interior Design
Opening Date:	8/15/2023

General Job Description

The Design Center Assistant role is part of the Advertising and Graphic Design Department. The main goal of the Design Center Assistant is to ensure that the lab remains accessible to Design program students. The Design Center Assistant should have the ability to prioritize tasks, learn quickly, and collaborate effectively within a team. Additionally, the Design Center Assistant should be self-motivated, capable of independently completing tasks, and accurately following both oral and written instructions.

Duties

- ✿ Keep lab clean and organized.
- ✿ Ensure that supplies are well-stocked.
- ✿ Regularly take inventory and report any needed items.
- ✿ Provide troubleshooting assistance when necessary.
- ✿ Make sure there is always enough paper and ink in the printer.

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 Aid and Veterans Affairs
- ☑ 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.