



# Federal Work-Study Position

**Salary:** \$18 per hour  
**Location:** College & Career Readiness Building  
**Job Type:** Federal Work-Study/Part-time Math Tutor  
**Department:** College & Career Readiness  
**Opening Date:** 08/01/2024

## General Job Description

The College and Career Readiness Math Tutor will assist adult learners that are enrolled in Adult Basic Education Math classes in preparation for the High School Equivalency Exam.

## Duties

- ⚙ Tutor College and Career Readiness students in math through High School level.
- ⚙ Assist students with math practice in class or online.
- ⚙ Assist students in College and Career Readiness classes during individual or small group practice.
- ⚙ Participate in special programs, activities, and/or events that will help to foster literacy.
- ⚙ Aid students with developing their technology skills, 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 Aid and Veterans Affairs
- ✓ Pass a background check that is utilized by Randolph Community College when hiring all employees.

## Experience Requirements

- ✓ **Required:** Must work well with people who have different backgrounds and abilities.
- ✓ **Preferred:** Experience working with or teaching adults, either in a formal or informal setting.

*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](http://www.randolph.edu/rcc-jobs.html)