



Federal Work-Study Position

Salary: \$18 per hour
Location: College & Career Readiness Building
Job Type: Federal Work-Study/Part-Time Front Desk Assistant
Department: College & Career Readiness
Opening Date: 08/18/2025

General Job Description

The College and Career Readiness Work-Study will assist the department in various administrative and customer service duties across the department.

Duties

- ⚙️ Assisting with administrative tasks, including filing, copying, and shredding
- ⚙️ Aiding in classroom management of supplies.
- ⚙️ Providing customer service duties, including answering phones or assisting walk-ins.

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
Address | 629 Industrial Park Ave. • Asheboro, North Carolina, 27205

Phone | 336-633-0256
Website | www.randolph.edu/rcc-jobs.html