



Federal Work-Study Position

Salary: \$13 per hour
Location: Student Services • Room #17
Job Type: Federal Work-Study/Part-time
Department: Financial Aid and Veterans Affairs
Opening Date: 8/1/2023

General Job Description

The Financial Aid/Veterans Affairs Assistant position is part of the Student Services Department. This position requires being the first point of contact for students seeking assistance with their individual financial aid counselors. The goal for the FA/VA Assistant is to deliver "Radical Hospitality" towards students, parents of students, and their coworkers. The FA/VA Assistant should be able to prioritize tasks, learn quickly, and work as part of a team. The FA/VA Assistant should also be self-motivated, able to complete tasks without supervision and follow oral or written instructions accurately.

Duties

- ⚙ Greet incoming guests to the FA/VA office.
- ⚙ Make appointments for walk-in students with the appropriate counselor.
- ⚙ Announce student's arrivals for their scheduled appointment to their counselor.
- ⚙ File student files with accuracy.
- ⚙ Shred documents as needed.
- ⚙ Prepare outgoing mail weekly.
- ⚙ Check inner-office mail daily.
- ⚙ Check Welcome Center for incoming student documents multiple times daily.
- ⚙ Assisting with students submitting FAFSAs as needed.
- ⚙ Operate under college and FA/VA office policies and procedures.
- ⚙ Maintain confidentiality.

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.

Agency | Randolph Community College
Address | 629 Industrial Park Ave. • Asheboro, North Carolina, 27205

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