



Federal Work-Study Position/ Off-Campus

Salary: \$20 per hour
Location: 349 Sunset Ave., Asheboro, NC 27203
Job Type: Federal Work-Study/Part-time
Department: Randolph Partnership For Children
Opening Date: 08/18/2025

General Job Description

Assist Randolph Partnership for Children staff with administrative responsibilities related to the organization's early literacy programs, which include the Dolly Parton Imagination Library, Randolph Books for Babies, and the Gift of Reading.

Duties

- ⚙ Assist Director of Marketing & Community Engagement with duties related to marketing RPC's early literacy programs.
- ⚙ Assist RPC staff with planning and coordinating the organization's participation in fall festival events held throughout the fall in various municipalities.
- ⚙ If possible, attend the festival events with RPC staff and share information with people coming to the RPC booth, give out books, assist children with simple activities at the booth, etc.
- ⚙ Assist RPC staff with planning and coordinating the organization's participation in holiday parades held throughout late November/early December.
- ⚙ If possible, attend the parade events with RPC staff and help give out books to children attending the parades.
- ⚙ Assist with book labeling and preparation.
- ⚙ Help categorize books that are received through donations and book drives.
- ⚙ Assist RPC staff with planning and coordinating the 2026 Gala for the Children, which is a primary funding source for early literacy initiatives.
- ⚙ Assist with other administrative duties, 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
Address | 629 Industrial Park Ave. • Asheboro, North Carolina, 27205

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