



Federal Work-Study Position

Salary: \$18 per hour
Location: SSC, Room 152
Job Type: Federal Work-Study/Part-time
Department: Student Life & Recruitment
Opening Date: 08/18/2025

General Job Description

Assist with Student Life & Recruitment endeavors on RCC's Asheboro and Archdale campus. Assist the Student Life & Recruitment Staff in providing exemplary service to current and prospective students, their families, faculty and staff, and the community, through student life and recruitment endeavors. Assist the assigned office and engagement duties to support Student Life & Recruitment Staff.

Duties

- ⚙ Assist with individual and group tours, including middle and high schools.
- ⚙ Provide accurate, engaging information to students while on tours.
- ⚙ Create and maintain an evolving tour guidebook.
- ⚙ Maintain communication with students, SGA, and Student Life & Recruitment Staff.
- ⚙ Assist in the planning of Student Government events.
- ⚙ Assist in the execution, set up, and take down of SGA events.
- ⚙ Assist SGA with successful execution of their events on campus.
- ⚙ Create surveys requesting feedback from students on events.
- ⚙ Promote SGA and college events to students.
- ⚙ Capture photos during all events.
- ⚙ Maintain a drive of student feedback and photos.
- ⚙ Assist Student Life & Recruitment in other areas deemed necessary by Student Life & Recruitment Staff.

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