



Federal Work-Study Position

Salary: \$13 per hour
Location: Student Services | Rm 150 (Welcome Center) & Rm 109 (Admissions/Records)
Job Type: Federal Work-Study/Part-time
Department: Welcome Center and Admissions/Records
Opening Date: Immediately

General Job Description

Assist the Welcome Center staff. Providing information to students, staff, and visitors on the telephone, electronically, and at the Welcome Center.

Assist with assigned office processes to support the Office of Admissions, Records and Registration.

Duties

- ⚙ Provide general information to students.
- ⚙ Prepare packets for mailing.
- ⚙ Take outgoing mail to the mailroom and distribute incoming Student Service mail.
- ⚙ Shredding of documents.
- ⚙ Change bag for shredder.
- ⚙ Assist students with the application process.
- ⚙ Assist students with Student Services forms.
- ⚙ Assist with registration activities.
- ⚙ Setup appointments for students.
- ⚙ Call students for appointment reminders.
- ⚙ Walk students find where they need to be.
- ⚙ Cover the Welcome Center during staff meetings.

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