



Federal Work-Study Position/ ACCTION Production Assistant

Salary: \$18 per hour
Location: MSC 107 (Asheboro Campus)
Job Type: Federal Work-Study/Part-time
Department: Mathematics (NSF ACCTION Grant)
Opening Date: 01/07/2026

General Job Description

The ACCTION Production Assistant will work under the guidance of the PI and directly with the professional documentary team (Director/DP and Producer) to capture the 16-week transformation of the MAT 171 course for the documentary series "I'm Not a Math Person." This role offers hands-on experience in professional film production, cinematography, and storytelling. The Assistant must be self-motivated, capable of independently completing tasks on a film set, and able to accurately follow technical instructions in a fast-paced environment.

Duties

- ✿ Assist with camera operation, lighting setup, and audio capture during classroom vérité filming and "confessional" interviews.
- ✿ Participate in the creative process, including storyboarding, script drafting, and identifying key narrative moments in the classroom.
- ✿ Assist in setting up and filming interviews with national researchers, faculty participants, and students.
- ✿ Assist with logging footage, basic editing tasks, and managing time-lapse equipment for the MSC 107 renovation.
- ✿ Help manage participant release forms and maintain detailed production work logs as required by the grant.
- ✿ Secure and organize equipment at the end of each production shift.

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