

Salary: \$18 per hour
Location: AE 011
Job Type: Federal Work-Study/Part-time
Department: Workforce Development - Apprenticeships
Opening Date: 08/18/2025

General Job Description

Assist the Director of Apprenticeships with marketing and managing Apprenticeship Randolph, Industrial Maintenance Technician (IMT) Apprenticeships, and other apprenticeship programs as developed. Coordinate and collaborate with apprentices and company, school, and community partners on events and activities.

Duties

- ⚙️ General office duties as needed.
- ⚙️ Filing, spreadsheet and data collection, shredding, maintaining book storage area, laptop storage, bookstore order forms.
- ⚙️ Collaborate and develop social media presence for positive company, apprentices, school, and community exposure.
- ⚙️ Assist in the planning and creation of marketing materials for apprenticeship, school recruitment, and career fair events.
- ⚙️ Assist in the planning and creation of materials of Apprenticeship Randolph graduation, signing ceremony, high school information events, orientation, etc.
- ⚙️ Work with company representatives to schedule speakers and presenters at school functions.
- ⚙️ Create surveys requesting feedback from students on classes and events.
- ⚙️ Assist in the event planning and creation of marketing materials for professional development sessions to apprentices.
- ⚙️ Capture photos during all events.
- ⚙️ Assist with general administrative tasks as assigned.
- ⚙️ Collaborate with the director of apprenticeships to grow and develop company partnerships and communication with apprentices.

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.