RANDOLPH COMMUNITY COLLEGE | Federal Work-Study Position

Salary:	$18 per hour
Location:	Richard Petty Educational Center · Room 117
Job Type:	Federal Work-Study/Part-time
Department:	Collision Repair and Refinishing
Opening Date:	08/01/2024

General Job Description

The Collision Repair and Refinishing Shop Assistant requires assisting with light maintenance and lab cleaning duties in the auto body areas of the Richard Petty Educational Center. The goal for the CRR Shop Assistant is to foster a clean and safe work/learning environment for students and faculty. The CRR Shop Assistant should be able to prioritize tasks, learn quickly, and work as part of a team. The CRR Shop Assistant should also be self-motivated, able to complete tasks without supervision, and follow oral or written instructions accurately.

Duties

- Sweep all lab and painting areas, as needed.
- Mop all labs on a weekly basis.
- Empty trash containers and break down boxes, as needed.
- Store all incoming supplies.
- Dust shop equipment and cabinets, as needed.
- Stir paint and rotate supplies weekly.
- Recycle paint waste, 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 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.