



Federal Work-Study Position

Salary: \$18 per hour
Location: Student Services Building · Room 116
Job Type: Federal Work-Study/Part-time
Department: Office of Student Success
Opening Date: 08/01/2024

General Job Description

The Office of Student Success Work-Study position involves assisting with administrative duties in the areas of the Career Center, Accessibility Services, the Student Resource Center, and case management for admissions counseling activities. Duties require efficient use of Word, Excel, Outlook, and OneDrive. Customer service skills through phone and in-person interactions are required.

Duties

- ⚙ Sending counselor letters
- ⚙ Calling students to schedule appointments through an online scheduler.
- ⚙ Tutor communications/scheduling
- ⚙ Organizing and updating referral resource database
- ⚙ Assisting with Career Center duties – clothes closet, setting up fairs, tracking appointments
- ⚙ QC and shred documents
- ⚙ Scanning and filing documents as needed
- ⚙ Directing students to correct person in Office of Student Success
- ⚙ Maintaining supplies in tutoring, career, and student resource centers

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
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Phone | 336-633-0256
Website | www.randolph.edu/rcc-jobs.html