RANDOLPH COMMUNITY COLLEGE | Federal Work-Study Position

Salary: $18 per hour
Location: SSC, RM 152
Job Type: Federal Work-Study/Part-time
Department: Student Life & Recruitment
Opening Date: Immediately

General Job Description

Assist with Student Life & Recruitment endeavors on RCC's Asheboro and Archdale campus.

Duties

- ⚙ Assist with individual and group tours, including middle and high schools.
- ⚙ Provide accurate, engaging information to students while on tours.
- ⚙ Create and maintain an evolving tour guidebook.
- ⚙ Maintain communication with students, SGA, and Student Life & Recruitment Staff.
- ⚙ Assist in the planning of Student Government events.
- ⚙ Assist in the execution, set up, and take down of SGA events.
- ⚙ Assist SGA with successful execution of their events on campus.
- ⚙ Create surveys requesting feedback from students on events.
- ⚙ Promote SGA and college events to students.
- ⚙ Capture photos during all events.
- ⚙ Maintain a drive of student feedback and photos.
- ⚙ Assist Student Life & Recruitment in other areas deemed necessary by student life & recruitment staff.

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