



Federal Work-Study Position

Salary: \$18 per hour
Location: Continuing Education and Industrial Center
Job Type: Federal Work-Study/Part-time
Department: Workforce Development & Continuing Education
Opening Date: 08/01/2024

General Job Description

The Administrative Assistant in this Federal Work-Study position will play a crucial role in providing support to the administrative team. The primary responsibilities include, but are not limited to:

Duties

- ⚙ Assist administrators by answering incoming calls.
- ⚙ Take accurate and detailed messages, ensuring proper communication.
- ⚙ Greet and assist individuals who visit the office.
- ⚙ Provide information or direct them to the appropriate personnel and/or area.
- ⚙ Arrange files, supplies, and materials for easy accessibility.
- ⚙ Responsible for securely shredding outdated and confidential documents.
- ⚙ Adhere to document retention policies and maintain confidentiality.
- ⚙ Assist with general administrative tasks as assigned.
- ⚙ Collaborate with team members to ensure smooth office operations.

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