RANDOLPH COMMUNITY COLLEGE | Federal Work-Study Position

Salary:	$18 per hour
Location:	Student Services | Rm 150 (Welcome Center) & Rm 109 (Admissions/Records)
Job Type:	Federal Work-Study/Part-time
Department:	Welcome Center and Admissions/Records
Opening Date:	Immediately

General Job Description

Assist the Welcome Center staff. Providing information to students, staff, and visitors on the telephone, electronically, and at the Welcome Center.

Assist with assigned office processes to support the Office of Admissions, Records and Registration.

Duties

- Must have good communication skills.
- Must conduct interactions in a professional manner.
- Answer calls to the Welcome Center/Switchboard and transfer them to the appropriate area.
- Provide general information to students, faculty, staff, and visitors.
- Prepare packets for mailing.
- Take outgoing mail to the mailroom.
- Pick up incoming mail from the mailroom and distribute it to the appropriate Student Services staff mailboxes.
- Shredding of documents.
- Change bag for shredder when full.
- Assist students with the application process.
- Assist students with Student Services forms.
- Assist with registration activities.
- Setup appointments for students.
- Call students for appointment reminders.
- Give directions or Walk students to where they need to be. (ex. Testing, CCR, Business Office, classroom, etc.)
- Cover the Welcome Center during staff meetings or other events that require staff attendance.

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.