



# Federal Work-Study Position/ Off-Campus

**Salary:** \$20 per hour  
**Location:** 1003 Sunset Ave; Asheboro, NC 27203  
**Job Type:** Federal Work-Study/Part-time  
**Department:** Communities in Schools of Randolph County  
**Opening Date:** 1/1/2025

## General Job Description

RCC students will work with younger students in either an elementary school, middle school or high school setting who need tutoring, particularly in math, or are struggling to complete assignments and homework. We also need peer mentors for several of our students. That role will be guided by our CIS staff members. Students will report to our CIS Randolph staff member(s) on various school sites within Asheboro City Schools and/or Randolph County Schools for specific student and task assignments.

## Duties

- ⚙ Report to the front office of their assigned school site(s) and sign in using the appropriate system at the site (notebook, online login, etc.). Sign-outs are also required before leaving campus.
- ⚙ Assist and work directly with their assigned students on the tasks designated for a specific date such as homework, math tutoring, and other assignments..
- ⚙ Possibly work in tandem with our CIS staff at the school site on some occasions.
- ⚙ Report to the CIS staff member at least weekly about the progress of their student(s) using a form provided by CIS of Randolph.
- ⚙ Required to complete 10 hours weekly in the above-described roles.

## 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](http://www.randolph.edu/rcc-jobs.html)