



Federal Work-Study Position/ Off-Campus

Salary: \$20 per hour
Location: 349 Sunset Ave., Asheboro, NC 27203
Job Type: Federal Work-Study/Part-time
Department: Randolph Partnership For Children
Opening Date: 1/1/2025

General Job Description

Assist Randolph Partnership for Children staff with administrative responsibilities related to the organization's early literacy programs, which include the Dolly Parton Imagination Library and Randolph Books for Babies.

Duties

- ⚙️ Assist Director of Marketing & Community Engagement with duties related to marketing RPC's early literacy program.
- ⚙️ Assist RPC staff with planning and coordinating the 2025 Gala for the Children, which is a primary funding source for early literacy activities.
- ⚙️ If possible, attend Gala 2025 in late April and help with set-up, take-down, and various onsite duties throughout the event.
- ⚙️ Assist with book labeling and preparation.
- ⚙️ Help categorize books that are received through donations and book drives.
- ⚙️ Assist with other admin duties, as needed.

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