



Position Description Clerical Assistant/Lab Assistant Work Study

Division/ Department	Health Sciences	Level	
Term of Employment	Semester basis	Revised	September 2020
Supervisor	Vickie Chitwood/Katherine Leebrick	Classification	Part-time

Job Summary

Provides assistance to the assigned departmental employees.

Essential Job Duties

- Greets patrons and directs them to desired locations within the building
- Serves as receptionist, answering the phone, taking messages, and forwarding calls; provides information and general customer service for students, faculty, and visitors
- Composes and prepares memos, letters, and forms; assists with preparing reports
- Develops and designs appropriate forms, brochures, and flyers as requested
- Sorts and distributes incoming mail and coordinates outgoing mail; transmits and delivers facsimiles
- Maintains files and records for compliance review
- Prepares course packets
- Coordinates instructional support for faculty
- Make copies and laminate
- Assist with setting up nursing skills lab for lab classes
- Assist with lab cleanup after classes
- Wash, fold and put away laundry from labs
- Keep up with lab supply inventory
- Help with orientations and advisory board meetings.
- Shred hard copy documents which have confidential information when necessary
- Check printers to make sure there is paper in them
- Periodically, check classrooms to make sure there are markers, staplers and other supplies needed

Additional Duties

Be respectful and professional to all students, faculty, staff, and visitors.

Qualifications Required

Education	High School Diploma or Equivalent Must be enrolled in at least 6 credit hours at RCC and eligible for the Federal Work-Study Program
Knowledge and Skills	<ul style="list-style-type: none"> • Demonstrated knowledge of current versions of Microsoft Office, Windows operating system, electronic mail, and internet browsers • Proficiency in written and interpersonal communication skills • Demonstrated attention to detail and accurate record keeping

	<ul style="list-style-type: none"> • Demonstrated initiative, teamwork and creative problem-solving skills • Ability to work effectively with frequent interruptions • Demonstrated ability to undertake concurrent multiple tasks, meet deadlines, and set reasonable goals and time frames for work to be accomplished • Ability to work independently and with supervisor and co-workers in a changing environment
Physical Demands	Must be physically able to perform job duties.
Licensing Requirement	
Qualifications Preferred	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary. This position must meet minimum SACSCOC criteria and the minimum criteria of other pertinent accrediting, licensing, and credentialing agencies in the area of teaching assignment. Degrees and hours must be from a college accredited by a United States Department of Education accepted accrediting agency such as SACSCOC.</p>	



Position Description Facilities and Grounds Work Study

Division/ Department	Facilities/Grounds	Level	
Term of Employment	Semester basis	Revised	September 2020
Supervisor	Jeff Knight/William Timpson	Classification	Part-time

Job Summary

Provides assistance to the assigned departmental employees.

Essential Job Duties

- Weed eating
- Spraying herbicides
- Help moving furniture
- Help with campus set ups
- Disinfecting surfaces
- Other tasks deemed appropriate

Additional Duties

Be respectful and professional to all students, faculty, staff, and visitors.

Qualifications Required

Education	High School Diploma or Equivalent Must be enrolled in at least 6 credit hours at RCC and eligible for the Federal Work-Study Program
Knowledge and Skills	
Physical Demands	Must be physically able to perform job duties.
Licensing Requirement	

Qualifications Preferred

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Rockingham COMMUNITY COLLEGE

Position Description Welcome Desk Assistant Work Study

Division/ Department	Admissions	Level	
Term of Employment	Semester basis	Revised	September 2020
Supervisor	Derick Satterfield	Classification	Part-time

Job Summary

Provides assistance to the assigned departmental employees.

Essential Job Duties

- Greets all students entering the Whitcomb Student Center and serve as first point of contact for the college
- Assist students with the admissions process and download/scan applications and transcripts
- Properly route students to the appropriate area either on the phone or in person
- Assist students with parking passes and Student IDs
- Other tasks deemed appropriate

Additional Duties

Be respectful and professional to all students, faculty, staff, and visitors.

Qualifications Required

Education	High School Diploma or Equivalent Must be enrolled in at least 6 credit hours at RCC and eligible for the Federal Work-Study Program
Knowledge and Skills	Customer service skills
Physical Demands	Must be physically able to perform job duties.
Licensing Requirement	

Qualifications Preferred

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Rockingham COMMUNITY COLLEGE

Position Description Records Office Work Study

Division/ Department	Records Office	Level	
Term of Employment	Semester basis	Revised	September 2020
Supervisor	Terrica Williams	Classification	Part-time

Job Summary

Provides assistance to the assigned departmental employees.

Essential Job Duties

- Scanning paperwork and student record files for document imaging
- Clerical tasks including filing, photocopying, preparing items to be mailed, and shredding
- Assistance with the front office
- Answering phone calls
- Other tasks deemed appropriate

Additional Duties

Be respectful and professional to all students, faculty, staff, and visitors.

Qualifications Required

Education	High School Diploma or Equivalent Must be enrolled in at least 6 credit hours at RCC and eligible for the Federal Work-Study Program
Knowledge and Skills	<ul style="list-style-type: none"> • Attention to detail and good customer service skills • Strong computer skills including experience with Microsoft Word, Excel, and PowerPoint • Ability to work independently
Physical Demands	Must be physically able to perform job duties.
Licensing Requirement	

Qualifications Preferred

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Rockingham COMMUNITY COLLEGE

Position Description Financial Aid Work Study

Division/ Department	Financial Aid	Level	
Term of Employment	Semester basis	Revised	September 2020
Supervisor	Chandy Haskins/Samantha Ray	Classification	Part-time

Job Summary

Provides assistance to the assigned departmental employees.

Essential Job Duties

- Assist students with the FAFSA
- Perform scanning, filing, and shredding of documents
- Answer phone calls and emails
- Assist students at the Financial Aid Office front desk
- Organize and keep inventory of marketing materials and general office supplies
- Help prepare for and assist with Financial Aid events such as FAFSA Day, FAFSA Night, and the Veterans Day Salute
- Other tasks deemed appropriate

Additional Duties

Be respectful and professional to all students, faculty, staff, and visitors.

Qualifications Required

Education	High School Diploma or Equivalent Must be enrolled in at least 6 credit hours at RCC and eligible for the Federal Work-Study Program
Knowledge and Skills	<ul style="list-style-type: none"> • Customer service • Problem solving • Ability to learn complex systems/concepts • Proficient in Microsoft Office
Physical Demands	Must be physically able to perform job duties.
Licensing Requirement	

Qualifications Preferred

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