

# Student Employment Position Announcement

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## Advising Office – Arvada Campus Clerical Assistant II Work Study

**Job Description:** Assists students in registration for classes, makes appointments for advisors and career counselors, and answers phone inquiries. Also will assist students after meeting with advisors. Position requires typing, data entry, and operation of office equipment such as copying and faxing. Also will assist Arvada Campus front desk staff in daily duties, and may assist in occasional text editing.

**Job Requirements:** Basic computer skills including Microsoft Office Suite, customer service orientated, and past office work helpful. Applicant should also have experience working with diverse populations and a willingness and ability to work with both students and faculty. This position requires independent judgment and responsibility in absence of regular staff, such as securing department/facility, and processing student information. Applicant must also be able to uphold the confidentiality of the office and the population that we serve. You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the FALL 2014 semester) and be eligible for work study employment through Red Rocks Community College to apply.

### Job Payment Information:

**Wage:** \$8.75/hour

**Paid:** Bi-weekly (Fridays)

### How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Please contact Dan Macy, Career Counselor & Academic Advisor, by email at: [dan.macy@rrcc.edu](mailto:dan.macy@rrcc.edu) or phone 303-914-6016. (Applications are available online and within Human Resources) Please also be prepared to bring your completed work-study referral form and a completed RRCC Application at the time of contact.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6298. [bill.dial@rrcc.edu](mailto:bill.dial@rrcc.edu).

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Please contact Peggy Solomon at 303.914.6300 with any questions regarding student employment.