



Child Care Innovations Clerical Assistant II Work Study

Job Description: Assist in the overall departmental operations and implementation of contract deliverables. This includes, but is not limited to, data entry, customer contact by phone and e-mail, update of child care facility profiles, assistance with set up and clean up from training sessions, assistance with registration of training participants, assistance with tracking and maintaining supply inventory, and assistance in preparing for and staffing participation in community outreach events.

Job Requirements: At least six months of customer service experience, excellent verbal and written communication skills, ability to multitask, computer skills including use of Microsoft Office programs, and ability to lift 20 pounds. You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the FALL 2014 semester) and be awarded work-study through Red Rocks Community College to apply.

Job Payment Information:

Wage: \$8.75 an hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Please contact Pat Bolton at 303.914.6527 or Pat.Bolton@rrcc.edu

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.

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