RED ROCKS
COMMUNITY COLLEGE
HUMAN RESOURCES

The Children's Center
Clerical Assistant
Work Study
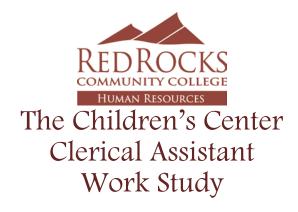
Job Description: Front desk position; first contact for visitors in person or by phone; must be comfortable with greeting people, have strong phone skills; be willing to answer questions about enrollment; schedule tours; filing; some grant paperwork

Job Requirements: 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/hour
Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Financial Aid and receive your work study referral form.

2. Please contact Sue Barnett, Children's Center Director, Room 1151, sue.barnett@rrcc.edu. Please be prepared to bring your work-study eligibility form with you at the time of contact.

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