

Student Employment Position Announcement



Physician Assistant Program Clerical Assistant III Work Study

Job Description: Primary duty will be to sort and scan graduate information in preparation for electronic storage of documents. Secondary duties will be to act as program administration for adjunct faculty during evening course hours which may require answering phones, assisting adjunct faculty with copying, filing and other office duties as assigned.

Job Requirements: The successful candidate should have a positive attitude, be a self-starter and be able to work independently with little oversight. Prior general office experience is helpful. 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: \$9.50 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Please bring that complete referral form along with your completed Red Rocks Application to: (Applications can be found on-line at <http://rrcc.edu/sites/default/files/human-resources-StudentEmploymentApplication.pdf> or in Human Resources offices.

Ruth Fry
Room 1535
303-914-6386
Ruth.fry@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, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance

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procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.
Bill.Dial@rrcc.edu

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