

Student Employment Position Announcement



E-Learning Department Clerical Assistant I Work Study

Job Description: Will assist in the E-Learning Department and RRCC Options and perform other duties as assigned. The student worker will commonly be in contact with other students at Red Rocks, prospective students, and professionals. Therefore, effective written and oral communication skills are necessary.

Job Requirements: Must have knowledge and ability to use Microsoft Office Suite including Outlook, Word, and Excel. Applicant must also have good customer service skills and the ability to connect easily with the public. You must also 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: \$8.00/hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Please submit an application and resume to Sheryl Scharnikow, sheryl.scharnikow@rrcc.edu, 303-914-6702 (applications are available online and within human resources). Please also be prepared to bring your completed work-study referral form 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.

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