



## Early Childhood Education & Education Departments Clerical Assistant I Work Study

**Job Description:** This position is 9-12 hours per week helping the ECE and EDU program leads with paperwork and projects. Work will range from re-typing/re-designing coursework handouts, copying, collating documents, laminating materials for repeated classroom use, posting information in D2L, aggregating rubric data into spreadsheets, checking out and returning materials from the campus Library, and general errand running on campus. Other duties may be assigned.

**Job Requirements:** The ideal candidate will be proficient in Word, Excel, and PowerPoint, have excellent written communication skills, be responsible for completing projects in a timely fashion, be highly motivated, and capable of working independently with minimal supervision. Availability for late morning to early afternoon hours Tuesday through Thursday is required (i.e. 11:00am to 2:30PM). 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:** \$8.00 an hour

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

### **How to Apply:**

1. Go to Financial Aid and receive your work study referral form.
2. Please contact Janiece Knepe Walter at [Janiece.Knepe@rrcc.edu](mailto:Janiece.Knepe@rrcc.edu), 303.914.6553, or in room 1662 (West end of campus).

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.