

# Student Employment Position Announcement

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## Emergency Medical Services Clerical Assistant (4 positions needed) Work Study

**Job Description:** Will assist the Emergency Medical Services departments by manning the front desk in the Fire Science wing. The student will be in frequent contact with students, instructors, and building visitors and will provide instructions and directions. Good written and verbal communication skills are necessary. Will take on projects and other duties as assigned.

**Job Requirements:** Student worker needs to be familiar with Red Rocks' facilities and programs. Previous customer service experience is preferred but not required. 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. Contact Mandi Myers in Instructional Services, [Mandi.myers@rrcc.edu](mailto:Mandi.myers@rrcc.edu), 303/914-6462, to apply. Please bring your resume and an RRCC application with you at time of inquiry. (RRCC applications can be found on-line or in Human Resources offices.) Also, be prepared to bring your completed work-study referral form with you from Financial Aid.

*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 procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal*

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

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*Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.*  
[Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

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