

Hourly Employment Position Announcement



Job Description: This position will work with the RRCC Foundation Office and the Office of Grants on a variety of special projects involving program, student, and other Foundation and College records.

Job Duties/Requirements: Applicant needs to be punctual, dependable, and detail oriented with the ability to maintain student and office confidentiality. Develops, manipulates, and maintains databases and data sets under guidance from staff using MS Access. Develops MS Access reports, queries, and forms that fit to business needs and processes. Possess strong Microsoft Office and strong computer skills. Other duties as assigned.

Minimum Qualifications:

- Must be enrolled in a minimum of six (6) credit hours for the Fall 2014 semester apply.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Broad knowledge of applications such as Access, or other PC database programs; Excel, or other PC spreadsheet programs.
- Strong planning, organizational, and critical thinking skills and the ability to recognize and understand the implications of information and its dissemination.
- Knowledge of the Internet, and ability to research issues related to job duties.

Preferred Qualifications:

- Hiring preference will be given to current or former Foundation scholarship recipients.
- Broad knowledge of applications such as Word or other PC word-processing programs; and PowerPoint, Presentation or other PC graphics programs.
- Ability to identify and resolve data problems, ensuring data integrity, accuracy, and consistency.
- Ability to develop and follow research methodology and protocol.
- Knowledge of data systems, definitions, and procedures.

Job Payment Information:

Wage: \$12.00/hour

Paid: Bi-weekly (Fridays)

How to Apply:

Please send cover letter, résumé, and application to Matt Garcia, Foundation Program Coordinator, matthew.garcia@rrcc.edu, by August 29, 2014. Applications are available online at <http://rrcc.edu/sites/default/files/human-resources-StudentEmploymentApplication.pdf> or within Human Resources. This position will be open until filled.

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.

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

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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.

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