

Student Employment Position Announcement



International Student Services & Programs Student Assistant Work Study

Job Description: As an International Student Services & Programs (ISS&P) Student Assistant, you will be expected to work approximately 10-20 hours per week during our office hours which are 8am-5pm Monday through Friday and also some evenings and weekends as Departmental activities occur. The number of hours you work will be at the discretion of the Director of ISS&P based on your class schedule and the needs of the ISS &P Department.

Job duties include but are not limited to:

- ❖ Answering the telephone and email
- ❖ Filing and data entry
- ❖ Providing appropriate information and referrals to students and visitors
- ❖ Research on topics related to International programs
- ❖ Assist with outreach activities and clubs
- ❖ Assist with orientation of students
- ❖ Participate in departmental meetings
- ❖ Help further the goals and objective of the ISS&P Department
- ❖ Other duties as assigned

Job Requirements: 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. Additional qualifications for this position include:

- ❖ Excellent written and verbal communication skills
- ❖ Demonstrated organizational skills
- ❖ Attention to detail
- ❖ Strong interest in promoting internationalization, inclusion, and diversity
- ❖ Strong comfort level with people from a variety of backgrounds and cultures
- ❖ Ability to convey information in a patient and clear manner
- ❖ Commitment to fostering a positive multicultural environment

Job Payment Information:

Wage: \$8.75 per hour

Paid: Bi-weekly (Fridays)

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

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1. How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Contact Lisa Hertel in International Student Services & Programs (Room 1252), lisa.hertel@rrcc.edu or 303-914-6416 to apply. Please bring your resume and an RRCC application with you at the time of inquiry. (RRCC applications can be found on-line at <http://rrcc.edu/sites/default/files/human-resources-StudentEmploymentApplication.pdf> or in the Human Resources office.) Also, be prepared to bring your completed work-study referral from 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 Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.
Bill.Dial@rrcc.edu