

Student Employment Position Announcement



Learning Commons Clerical Assistant II Work Study

Job Description: Assist students with computer based sign-in system. Troubleshoot computer user questions. Assist students, faculty, and staff with copiers, fax machine, and printers. Answer questions and direct students, faculty, and staff to appropriate office. Assist with miscellaneous office projects, and maintain the Learning Commons' tidy and professional appearance.

Job Requirements: Must be customer service oriented with attention to detail. Familiarity with MS Office Suite 2013 and intermediate to moderate computer (hardware/software) knowledge. A go-getting attitude, strong work ethic, and reliability a must. 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: \$8.75/hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Please bring your work-study referral form to Jerah Dickson at the East end of the Learning Commons or contact Jerah at 303.914.6703.

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.