

Student Employment Position Announcement



Office of Disability Services Clerical Assistant II Work Study

Job Description: **Clerical Front Desk in the Office of Disability Services** – Front Desk duties include answering a multi-line telephone, taking messages, copying, creating files, filing, and clerical duties as assigned. Provide customer service to students and visitors to the office. General office work includes helping students with paperwork, general questions, and some computer assistance.

Job Requirements: Applicant needs to be punctual, dependable, and detail oriented with the ability to maintain student and office confidentiality. Possess basic Microsoft Office and computer skills. Ability to work with a variety of students and people. Experience with student with disabilities preferred. 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 submit an application and resume to Audra Nicks, Room 1182 in the Learning Commons, audra.nicks@rrcc.edu, 303-914-6738 (applications are available online and within human resources). Please also be prepared to bring your completed work-study referral form at the time of contact.

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.