

Student Employment Position Announcement



Outdoor & Physical Education Department Clerical Assistant I Work Study

Job Description: Will assist in the PE Department, Outdoor Ed, Park Ranger and Recreation programs in coordinating office procedures, activities, special projects and other duties as assigned. The student worker will commonly be in contact with other students at Red Rocks, prospective students and professionals in the field. Therefore, effective written and oral communication skills are necessary.

Job Requirements: A PED, PRA, OUT, or REC student is preferred but not required. Must have knowledge and ability to use Microsoft Office Suite, including Outlook, Word, and Excel. 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. Please submit an application and resume to Sally Palmer at sally.palmer@rrcc.edu or call at 303-914-6238 - (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, 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

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