

Student Employment Position Announcement



Theatre Arts and Dance Clerical Assistant II Work Study

Job Description: Answer phones, post notices, type documents, file documents, assist in creating flyers and press releases, work box office for performance events (and/or usher), interact with the public and convey information clearly.

Job Requirements: Successful candidate should possess college level writing skills, ability to file, possess intermediate skills with Microsoft Office Suite including Word and Excel, and have excellent verbal skills. Applicant must also enjoy public interaction, possess the desire/ability to learn, and be reliable and punctual. Must also have a positive attitude toward working and have a flexible schedule. In addition, 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.

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 Pamela Mencher, pamela.mencher@rrcc.edu, phone: 303-914-6231 (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.