

## Frequently Asked Questions

### What is on-campus employment?

- On-campus employment is offered on a temporary, part-time basis to students who maintain at least half-time enrollment at Red Rocks Community College.
- Both Work Study and Student Hourly eligible students may apply for on-campus jobs.

### What are the eligibility requirements for on-campus employment?

- Be a current RRCC student.
- Be a U.S. citizen or an eligible non-citizen.
- Registered for at least 6 credit hours each semester.
- Work Study eligibility is determined through the Financial Aid office.

### What is the pay rate for positions? Can I get a raise?

- For entry-level jobs, the starting rate is \$7.30/hr. and for more advanced jobs, the starting rate is \$8.00/hr.
- America Reads/Counts tutoring program at elementary schools pays \$10.00/ hour and students must be Work Study eligible. No pay raises are available in this program.
- Students may get a 25 cent raise in any semester if the supervisor approves it.

### How do I apply for student employment positions?

- Come to Student Employment Office, get a referral form, then get hired by a supervisor. Job openings can be found at [www.rrcc.edu/jobwatch](http://www.rrcc.edu/jobwatch).
- New student employees will be asked to complete a job application.

### Can I earn my Work Study award off-campus?

- Only Work Study-eligible students may apply for off-campus Work Study positions through America Reads/America Counts, or for-profit and non-profit companies.

### When can I begin work?

- You may begin working after you have been hired by a supervisor and paperwork has been completed in the Student Employment & Internship Services office and Human Resources.

### How many hours can I work?

- You are eligible to work up to 20 hrs/week when school is in session and up to 40 hrs/week during breaks if approved by the supervisor.

### Do I need to come to Student Employment every semester to complete paperwork?

- Yes! The hiring process must be renewed every semester, even if you keep the same job from one semester to the next.

### What happens if I do not maintain at least 6 credit hours per semester?

- Students are ineligible to work and will be terminated from student employment.

### How often will I get paid?

- You are paid bi-weekly and will receive pay stubs or advice statements electronically.

### Will I need to have a background check?

- Many jobs on campus will require a background check. It depends on the nature of the job responsibilities.