

Student Employment Position Announcement



Arvada Campus

Administration Assistant II Temporary Classified Hourly

Job Description:

- Greet customers, answer phones and direct calls for students, staff, instructors and community members.
- Coordinate Student Life activities with Arvada's Campus Manager for Academic Support.
- Open and close campus as needed.
- Work with various security members to ensure smooth closing procedures.
- Assist students with Admission's processes, including, but not limited to applications and registrations.
- Administer and interpret assessment/Accuplacer, Pre-GED and other tests.
- Provide information and guidance to students regarding RRCC programs and class scheduling.
- Order Student Life items and Food Bank items.
- Utilize Banner to assist students and work with student services related tasks.

Job Requirements: Minimum 2 years general clerical experience.

Regular Work Schedule: Monday – Friday, 3:30pm to 9:00pm; temporary position lasting up to 9 months and able to work up to 28 hours per week. Reports to Campus Manager for Academic Support.

Job Payment Information:

Wage: \$15.25/ hour

Paid: Bi-weekly (Fridays)

How to Apply:

Please send your resume and completed Red Rocks Application to Janet Steinkamp, Associate Vice President Arvada Campus, janet.steinkamp@rrcc.edu, 303-914-6017. Red Rocks Applications can be found on-line at <http://rrcc.edu/human-resources/jobs> or in Human Resources offices.

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.

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

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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

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