


Student Employment Position Announcement



RED ROCKS
COMMUNITY COLLEGE
HUMAN RESOURCES
Business Services
Clerical Assistant I
Work Study

Job Description: This position is for up to 20 hours a week scanning payroll documents for permanent record. The work would involve lifting 20 lb file boxes, scanning the documents using a standardized naming convention and location, refiling the documents and marking it as scanned. Accuracy in typing is needed as well as a detailed review of the scanned documents to ensure legibility and completeness. Other duties may be assigned.

Job Requirements: The ideal candidate would be detail oriented, have high standards for work ethics and confidentiality and consistently perform quality work. Prior computer experience including a working knowledge of Excel and Outlook would be needed. This position will be a sharing a workspace with others so once hours are established they would need to stay consistent for greatest efficiency. Currently there is flexibility in establishing working hours between 8 a.m. and 5 p.m. Monday through Friday. You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Spring 2015 semester) and already be awarded work-study through Red Rocks Community College to apply. A background check must be completed with clean results.

Job Payment Information:

Wage: \$8.25 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Contact Judy Luhman, Assistant Controller at judy.luhman@rrcc.edu, 303.914.6226 or in person in room 1167 (East end of campus).

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 Michele McCall at 303.914.6300 with any questions regarding student employment.