RED ROCKS
COMMUNITY COLLEGE
HUMAN RESOURCES

Internship Services
Clerical Assistant II
Work-Study or Student Hourly

Job Description: This position provides clerical support for the Internship Coordinator, keeps the www.rrcc.edu/CareerConnect.com website up-to-date, and provides file management for the internships. The assistant will also respond to phone calls and emails from interns, employers, and faculty. Responsible for updating records using Excel spreadsheets, maintaining internship handbooks and handouts, and scheduling appointments for the Internship Coordinator. This position may provide support to the Career Services Manager, and may be cross-trained to assist at the advising check-in desk.

Job Requirements: Seeking a student who enjoys being busy and has excellent computer skills including Word and Excel. Requires a high level of organizational skills, proven written communication skills, and the ability to work with students, employers, and college personnel in a professional manner. Also requires a capacity to work independently and exercise good judgment. To be eligible for student employment, the requirement is to be enrolled in a minimum of six (6) credit hours for the spring 2015 semester at Red Rocks Community College. Prefer a student who is also eligible for summer student employment as well.

Work schedule may begin in December for training 3-6 hours per week and increase to 10-20 hours per week beginning January 5, 2015.

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 if you are work study eligible.
2. Please contact Mary Adrian in Advising for an application or come to the Internship Office in the Learning Commons. Mary will schedule an appointment for you when you return the completed application. Bring a current resume and the names and phone numbers of three references to your appointment. Mary can also be reached at 303-914-6608. If you are work study eligible, please also be prepared to bring your completed work-study referral form at the time of contact.