

Student Employment Position Announcement



Human Resources Clerical Assistant II Work Study

Job Description: Primary duty will be to sort and batch documents in preparation for entry in the computer imaging system. Secondary duties include answering phones, assisting walk-ins, filing, copying and other office duties as assigned.

Job Requirements: The successful candidate should have a positive attitude, be a self-starter, and be able to work independently and as a team player. Prior general office experience is required. You must also be eligible for work-study 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 complete a student employment application and bring it along with your work-study referral form to Karen York, Karen.york@rrcc.edu, in the Human Resources office. Applications can be found on-line at <http://rrcc.edu/sites/default/files/human-resources-StudentEmploymentApplication.pdf> or in Human Resources.

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 Peggy Solomon at 303.914.6300 with any questions regarding student employment.