

# Student Employment Position Announcement

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## Connect to Success Services Clerical Assistant II Work Study

**Job Description:** Assist Red Rocks Navigators with current and prospective Learning Collaborative student's sign-in and appointment scheduling. Perform general clerical duties for Connect to Success /Learning Collaborative staff. Assist with FYI events. Assist Learning Collaborative students with RRCC Portal and D2L questions and concerns.

**Job Requirements:** Must be customer service oriented with attention to detail. Must have completed at least 2 successful semesters at Red Rocks with a minimum current 2.5 GPA. Familiarity with the RRCC Portal and Desire 2 Learn is essential. You must be eligible for 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 per hour

**Paid:** Bi-weekly (Fridays)

### How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Please bring your completed application and resume to Maryann Touitou: Coordinator Room 1262 Lakewood Learning Commons, [Maryann.touitou@rrcc.edu](mailto:Maryann.touitou@rrcc.edu), 303 914 6571

or

Kathleen Martinez: Coordinator Room 1262 Lakewood Learning Commons,  
[Kathleen.martinez@rrcc.edu](mailto:Kathleen.martinez@rrcc.edu), 303 914 6739

*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](mailto:Bill.Dial@rrcc.edu)

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