## E-Learning Department
## Clerical Assistant I
## Work Study

**Job Description:**   Will assist in the E-Learning Department and RRCC Options and perform other duties as assigned.  The student worker will commonly be in contact with other students at Red Rocks, prospective students, and professionals.  Therefore, effective written and oral communication skills are necessary.

**Job Requirements:**   Must have knowledge and ability to use Microsoft Office Suite including Outlook, Word, and Excel.  Applicant must also have good customer service skills and the ability to connect easily with the public.  You must also 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:**  $8.00/hour
**Paid:**  Bi-weekly (Fridays)

### How to Apply:

1. Go to Financial Aid and receive your work study referral form.

2. Please submit an application and resume to Sheryl Scharnikow, sheryl.scharnikow@rrcc.edu, 303-914-6702 (applications are available online and within human resources). Please also be prepared to bring your completed work-study referral form at the time of contact.

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