



Technical Professional – Executive Assistant to the Vice President

Start Date:	Fall Semester 2014
Location:	Red Rocks Community College, Lakewood, Colorado
Compensation & Benefits:	\$46,308 – 50,982. RRCC also offers a comprehensive benefits package. Details at http://www.rcc.edu/human-resources/benefits-information .
Application Close Date:	Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on September 26, 2014.

Position Summary

Provide administrative support to the Vice President of Administrative Services and function as an integral member of the Business Services work unit. This position performs complex, highly responsible, and confidential administrative services for the Vice President. Coordinates various services requiring the ability to analyze data, organize priorities, manage multiple complex tasks and projects, and establish and meet deadlines. Requires an advanced working knowledge of the RRCC and CCCS organization structure, policies and procedures, and ability to complete tasks with a high degree of independent judgment, tact and discretion.

Responsibilities

Provide administrative support for the Vice President of Administrative Services and Business Services work unit by completing the following duties: Answering letters and general correspondence. Screening calls, visitors, and mail. Independently organize, plan, develop, coordinate and arrange committee meetings and special functions for the college including announcement of meetings, agenda, and minutes. Performs highly visible and responsible duties through contact and association with internal and external visitors, students, and the public. Responsible for actively participating in assigned committee functions. Creates processes and systems identified by the VP addressing specific college needs.

Provide other administrative support including: Respond to internal and external requests for information, which may include researching, analyzing, and summarizing data from files and records.

Prepare periodic and special reports, including providing assistance with the preparation and distribution of confidential reports. Establish and maintain files and records in a variety of formats. Create indexes or other logs allowing easy retrieval of information by others when needed. Prepare purchase requisitions and purchase goods using procurement card for Business Services work unit upon approval from the Vice President of Administrative Services. Maintain inventory and order Business Services forms. Administer the RRCC stationary supplies distribution and inventory. Distribute mail and process Mail Log of checks received for the Cashier's Office in rotation with other members of the Business Services team.

Provide administrative support to the Purchasing function by completing the following duties: Execute purchase requisitions to purchase orders upon approval of purchasing agent, which includes entering data into Banner purchasing system, production of hard copies, and dissemination of final orders to vendors and college personnel. Review departmental purchase orders completed by college departments for clarity, proper approvals, and compliance with basic State procurement rules, college procedures, and budget availability and forward to Accounts Payable for payment. Create vendors in Banner purchasing system per CCCS procedures including accessing the IRS website for taxpayer identification number (TIN) and matching data submitted on form W9 by vendors. Interpret and communicate required guidelines to department staff and vendors to facilitate proper documentation.

Qualifications

Minimum Qualifications: Associate's degree from an accredited College or University. Three years of highly responsible office management working with a senior level administrator. Advanced computer skills with demonstrated proficiency in word processing, spreadsheet, and database creation and maintenance, email, and web applications. Ability to interpret and apply administrative policies, regulations, and rules. Ability to make decisions requiring considerable independent judgment. Ability to compose correspondence independently. Ability to communicate effectively with individuals from diverse backgrounds.

Preferred Qualifications: Bachelor's degree from an accredited College or University. Five years of highly responsible office management in a Community College environment working with senior level Administrator or Chief Executive Officer.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Red Rocks Community College | Position Announcement

Please follow this link for an application: <http://www.rccc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rccc.edu or mailed directly to:

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

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@rccc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rccc.edu/police/>. For a hard copy report please contact 303.914.6498.