

# Student Employment Position Announcement

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## Facilities/Shipping & Receiving/Mailroom Shop Assistant II Work-Study

**Job Description:** Meter, sort, and pick up mail on campus; deliver parcels and boxes of paper on the main campus; clean area when needed; answer phone; take messages; some filing when necessary. Will train. Hours of work between 9:00am – 3:00pm.

**Job Requirements:**

Must be able to read, write, and speak in English. Must be able to lift 50 pounds, and must be able to bend, stoop, and push a 2 and 4-wheeled hand truck (dolly or cart).

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:** \$8.75/hour

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

**How to Apply:**

1. Go to Financial Aid and receive your work study referral form.
2. Apply in person to Sonja Starkweather (Room 2837) between 8:30am and 4:00pm Monday through Friday. Please bring an application and resume with you to Sonja (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.

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, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 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.