

# Student Employment Position Announcement

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**Job Description:** Work with the Facility Services Department organizing, labeling, and filing blueprints; other miscellaneous duties as needed. Work 16-20 hours a week.

**Job Requirements:** Basic computer skills, good verbal and written communication skills, attention to detail, ability to take direction and ability to work well with others. 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**

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

## **How to Apply:**

- 1. Go to Financial Aid and receive your work study referral form for work study.**
- 2. Contact Mark Bana, Facility Director, 303-914-6220 or [Mark.Bana@rrcc.edu](mailto:Mark.Bana@rrcc.edu) to schedule an interview appointment. Please bring a completed RRCC application and work-study referral form with you to the interview. Applications can be found on the RRCC website at <http://www.rrcc.edu/hr/forms/pdfs/StudentEmploymentApplication.pdf> or in the Human Resources office.**

*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)*