Student Employment Position Announcement

RED ROCKS COMMUNITY COLLEGE
HUMAN RESOURCES

Facility Services
Clerical Assistant II

Work-Study

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 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.

Please contact Michele McCall at 303.914.6300 with any questions regarding student employment.