


Student Employment Position Announcement



RED ROCKS
COMMUNITY COLLEGE
HUMAN RESOURCES
Financial Aid
Clerical Assistant II
Work Study

Job Description: Clerical Assistant II to the Financial Aid Office (up to 20 hours per week) Provide customer service at the front counter; answer phones, voicemails and e-mails; process mail; data entry; provide information regarding the Free Application for Financial Aid (FAFSA) to students and parents; and other general office duties.

Job Requirements:

- * Customer service skills
- * Interpersonal communication skills
- * Computer skills (MS Office)
- * Professionalism
- * Attention to detail
- * Above-average writing skills
- * Knowledge of "Banner" Student Information System preferred

You must also be eligible for work-study employment (enrolled in a minimum of six (6) credit hours for Spring 2015 semester and eligible through Financial Aid).

Other Job Information:

Because there are many details to learn, we ask that applicants commit to at least one year.

Job Payment Information:

Wage: \$9.00/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 Hainan Huang in Financial Aid: Hainan.huang@rrcc.edu, 303-914-6278 (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.

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