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# Student Employment Position Announcement

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## Inclusion & Diversity Student Assistant Work Study

**Job Description:** As an Inclusion & Diversity (I&D) Student Assistant, you will be expected to work approximately 10-20 hours per week during our office hours which are open 8:00 – 5:00 Monday through Friday during times when fall and spring classes are in session. The number of hours you work will be at the discretion of the Director of Inclusion & Diversity, based on your class schedule and the needs of the GLBT Resource Center. There may be additional weekend events or projects that will be necessary. Job duties include but are not limited to:

- Answering the phone and welcoming guests to the GLBT (Gay, Lesbian, Bisexual, and Transgender) Resource Center
- Providing appropriate information and referrals to GLBT Resource Center visitors
- Filing and data entry
- Research on a variety of diversity topics
- Various projects related to the GLBT Resource Center as well as Inclusion & Diversity
- Represent the GLBT Center and/or Inclusion & Diversity at events and information fairs, focusing on communicating the mission and purpose of the GLBT Resource Center
- Educate classes and other student organizations about heterosexism and GLBT issues
- Participate in bi-weekly staff meetings
- Help further the goals and objectives of the GLBT Resource Center and Inclusion & Diversity
- Other duties as assigned

**Job Requirements:** You must 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. Additional qualifications for this position include:

- Excellent written and verbal communication skills
- Demonstrated organizational skills
- Attention to detail
- Strong interest in promoting inclusion at RRCC and in the community; especially as related to the Gay, Lesbian, Bisexual, and Transgender (GLBT) community
- Experience with Microsoft Office software
- Strong comfort level with people from a variety of backgrounds, as well as a willingness to expand knowledge and skills related to inclusion and diversity
- Ability to convey complicated and/or controversial information in a respectful and clear manner
- Demonstrated commitment to fostering a diverse working and learning environment

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## Job Payment Information:

**Wage:** \$8.75 per hour

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

## How to Apply:

1. Go to Financial Aid and receive your work study referral form.
2. Contact Jen Macken in Inclusion & Diversity (Room 1254), [jen.macken@rrcc.edu](mailto:jen.macken@rrcc.edu), or 303.914.6309, to apply. Please bring your resume and an RRCC application with you at time of inquiry. (RRCC applications can be found on-line at <http://www.rrcc.edu/hr/forms/pdfs/StudentEmploymentApplication.pdf> or in the Human Resources office.) Also, be prepared to bring your completed work-study referral form with you from Financial Aid.

*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)*