

Student Employment Position Announcement



Buckels Library Library Assistant I Work-Study

Job Description: Staff the Access Desk in the Library, checking out and checking in books, DVDs, and CDs using the library's online system. Help students, faculty, and staff find library resources, both in the library and online. Answer the main Library phone line, transferring calls and taking messages as needed. Shelf new and returned books, DVDs, and CDs. Stock printers with paper and provide basic computer help to students, faculty, and staff. Participate in special projects as directed by library staff.

Job Requirements: Ability to work as part of a team to represent the Library and provide excellent customer service to students, faculty, and staff. Basic computer skills, including knowledge of Microsoft Office (Word, Excel) and online searching/browsing. Must be enrolled, and maintain enrollment, in a minimum of six credit hours for the Fall 2015 semester.

Hours: Must be able to work at least two of the following shifts every week:

Mondays – Thursdays, 4 pm - 9 pm

Saturdays, 8 am – 12 pm; 12 pm – 4 pm

Pay Information: \$8.25/hour, with bi-weekly Friday paydays

To Apply: Contact Nina McHale at 303-914-6747 or nina.mchale@rrcc.edu, or stop by the Access Desk in the Library, to make an appointment for an interview. Please complete an RRCC application (available on the Red Rocks web site or in the Human Resources offices) and bring it to your interview.

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 Robert Miller at 303.914.6300 with any questions regarding student employment.