

# Student Employment Position Announcement

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## Red Rocks Institute for STEM Education Student Assistant Work Study

**Job Description:** As a Red Rocks Institute for STEM Education (RISE) Student Assistant, you will be expected to work approximately 10-20 hours per week during office hours which are 8:00-5:00 Monday through Friday during times when fall and spring classes are in session. Some hours will be as a staff/resource person for the new IDEA Lab (engineering study center). The number of hours you work will be at the discretion of the Director of RISE and based on your schedule. There may be additional weekend/evening events or projects that will be necessary. Job duties include but are not limited to:

- Staffing the IDEA Lab and providing appropriate information and mentoring to engineering (preparatory) students
- Research on a variety of STEM topics
- Represent RISE and the IDEA Lab at events both on and off campus
- Marketing for RISE and IDEA Lab
- Participate in bi-weekly staff meetings
- 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.

- Strong interest in promoting STEM education at RRCC and in the community
- Excellent written and verbal communication skills
- Demonstrated organizational skills
- Experience with Microsoft Office software
- Ability to serve as a positive role model for STEM students

### **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.

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Please contact Peggy Solomon at 303.914.6300 with any questions regarding student employment.

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2. Contact Liz Cox, Director of RISE, in Room 1251, [liz.cox@rrcc.edu](mailto:liz.cox@rrcc.edu), or 303-914.6230 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)*