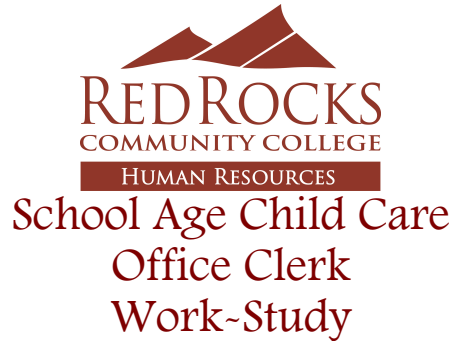


# Student Employment Position Announcement

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**Job Description:** Position communicates with customers, employees, and other individuals to answer questions, disseminate or explain information; takes orders and refers complaints; answers telephones, directs calls and takes messages; copies, sorts, and files records of office activities; operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers; reviews files, records, and other documents to obtain information to assist in the response to requests; maintains and updates filing, inventory, mailing, and database systems; opens, sorts and routes incoming mail; prepares outgoing mail; delivers messages and runs errands; assists in the inventory and ordering of materials, supplies, and services; types correspondence and other documents from notes or dictating machines.

**Job Requirements:** Must have at least six months of customer service experience, excellent verbal and written communication skills, ability to multitask, computer skills including use of Microsoft Office programs, and ability to lift 20 pounds. 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 an hour

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

## **How to Apply:**

1. Go to Financial Aid and receive your work study referral form.
2. Please contact [Liz.jackson@rrcc.edu](mailto:Liz.jackson@rrcc.edu). Please include your resume.

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, Bill Dial, Director of Human Resources/Title IX Administrator, at 13300 West Sixth Avenue, Lakewood, CO 80228, 303.914.6298, [bill.dial@rrcc.edu](mailto:bill.dial@rrcc.edu).