

# Student Employment Position Announcement

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## Office of Sociology Faculty Clerical Assistant II Work Study

**Job Description:** Clerical duties include taking messages, copying, creating files, filing, and other clerical duties as assigned. Provide customer service to students and faculty who stop by the office. General office work includes helping the department with paperwork, some computer assistance, and projects.

**Job Requirements:** Applicant needs to be punctual, dependable and detail oriented with the ability to maintain student and office confidentiality. Possess basic Microsoft Office and computer skills. Ability to work with a variety of students and people. 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/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 Merri Mattison, Room 1412, [merri.mattison@rrcc.edu](mailto:merri.mattison@rrcc.edu), 303-914-6635. Applications can be found online at <http://rrcc.edu/sites/default/files/human-resources-StudentEmploymentApplication.pdf> or 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, 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)

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