

# Student Employment Position Announcement

---



## Internship Services Clerical Assistant II Work Study or Student Hourly

**Job Description:** This position provides clerical support for the Internship Coordinator, keeps the [www.rccc.edu/CareerConnect.com](http://www.rccc.edu/CareerConnect.com) website up-to-date, and provides file management for the internships. The assistant will also respond to phone calls and emails from interns, employers, and faculty. Responsible for updating records using Excel spreadsheets, maintaining internship handbooks and handouts, and scheduling appointments for the Internship Coordinator. This position may provide support to the Career Services Manager, and may be cross-trained to assist at the advising check-in desk.

**Job Requirements:** Seeking a student who enjoys being busy and has excellent computer skills including Word and Excel. Requires a high level of organizational skills, proven written communication skills, and the ability to work with students, employers, and college personnel in a professional manner. Also requires a capacity to work independently and exercise good judgment. To be eligible for student employment, the requirement is to be enrolled in a minimum of six (6) credit hours for the spring 2015 semester at Red Rocks Community College. Prefer a student who is also eligible for summer student employment as well.

Work schedule may begin in December for training 3-6 hours per week and increase to 10-20 hours per week beginning January 5, 2015.

### 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 if you are work study eligible.
2. Please contact Mary Adrian in Advising for an application or come to the Internship Office in the Learning Commons. Mary will schedule an appointment for you when you return the completed application. Bring a current resume and the names and phone numbers of three references to your appointment. Mary can also be reached at 303-914-6608. If you are work study eligible, 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, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

---

Please contact Human Resources at 303.914.6300 with any questions regarding student employment.

## Student Employment Position Announcement

---

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](mailto:bill.dial@rrcc.edu).

---

Please contact Human Resources at 303.914.6300 with any questions regarding student employment.