RedRocks
COMMUNITY COLLEGE
HUMAN RESOURCES

Facilities Services ~ Mailroom
Shop Assistant II
Work Study

Job Description: Sort and meter mail; receive, login and deliver parcels on Lakewood campus; assist with inventory of supplies; fill copiers with paper and toner when needed; assist with filing and cleaning of work area when asked or when needed.

Job Requirements: Must have friendly attitude and be willing to work hard; speak, write and understand English; be able to stoop, reach, and pick up/lift 50 pounds; able to walk entire campus with 2 and 4-wheeled hand trucks (dolly). Must be eligible for work study student employment (enrolled in a minimum of six (6) credit hours for the Spring 2015 semester).

Work Hours: Flexible work schedule within the office hours of 8:00 am to 4:00 pm Monday through Friday.

Job Payment Information:

Wage: $8.75 an hour
Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Human Resources and receive your referral form.

2. Apply in person to Sonja Starkweather in room 2837 between the hours of 7:30 am and 4:00 pm Monday through Friday.

Please contact Michele McCall at 303.914.6300 with any questions regarding student employment.