

# Student Employment Position Announcement

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## 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.

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(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).

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