Student Employment Position Announcement

RED ROCKS COMMUNITY COLLEGE
HUMAN RESOURCES

Veterans' Affairs
Clerical Assistant II
Work-Study

Job Description: Assist the Veterans Certifying Official with data entry, contacting students updating files and communicating to students about the Veteran services and requirements.

Job Requirements: Applicant must have strong computer skills in MS Office word, e-mail, and Excel; attention to detail; professionalism; good communication and customer service skills. Must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Spring 2015 semester) and be awarded work-study through Red Rocks Community College to apply. Because there are many details to learn, we ask that applicants commit to at least one year.

Work Hours: Work Schedule is Monday – Friday, flexible hours, and up to 20 hours per week. The Veteran's Affairs Office is open Monday-Thursday 8-6p.m. and Friday 9-5 p.m.

Job Payment Information:

Wage: $8.75 per hour
Payment: Bi-weekly electronic deposit (Friday)

How to Apply:

1. Go to Financial Aid and receive your work-study referral form.

2. Apply in person to Susan Kumpf in room 1315, 303-914-6356, susan.kumpf@rrcc.edu.

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