



Technical Professional – Office Assistant/Flex Teacher – Children’s Center - 400070

Start Date: Fall Semester 2015

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: \$24,960/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rcc.edu/human-resources/benefits-information>.

This is a 75% position *30 hours per week*

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on November 06, 2015.

*Medical, Dental, Vision, Life, Flex Spending, PERA

*Tuition reimbursement for Community Colleges in Colorado (CCCS)

*Accrual of annual and sick leave (Prorated for 75% appointment)

-11.25 hours of annual leave earned monthly

-7.5 hours of sick leave earned monthly

*Employee discounts on childcare.

Summary

To provide shared general support for departmental programming, with primary emphasis on early childhood internal and external customer service.

Responsibilities

Assist in supporting general departmental and Early Childhood Council operations. This includes, but is not limited to, greeting and assisting customers and visitors, assistance in answering phones, delivery, pick up, processing mail, processing work orders, inventory, ordering supplies, reconciliation of monthly

procurement card statements for the Director, assistance in handling expense vouchers, and related documents, and coordination of official functions. Maintain CPP and CCAP paperwork and documentation, sending reports when requested. Maintaining staff and children's files.

Provide in classroom support to staff so that appropriate ratios are maintained. Assist Toddler/Preschool Teachers on an as-needed basis, covering breaks and substituting, if qualified. Demonstrate effective conflict resolution strategies with children and staff. Assist in conducting observations of classrooms to maintain compliance with Center licenses, accreditation, and Center philosophy. Participate in staff trainings when appropriate.

Qualifications

Minimum Qualifications:

- High School diploma or GED
- Must have strong computer skills, interpersonal skills and ability to multi-task
- Must have strong verbal and phone communication skills

Preferred Qualifications:

- Assistant ECT qualified according to State of Colorado Department of Human Services

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application **(Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.)**, (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of "see resume" will not be considered.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rccc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rccc.edu or mailed directly to:

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College | Position Announcement

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 Dr. 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

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.