Technical Professional – Office Specialist - 400550

Start Date: Fall Semester 2015

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: $24,030 – 26,433/annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rrcc.edu/human-resources/benefits-information.

This is a 75% position

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on October 02, 2015.

Summary

The Office Specialist is responsible for supporting the activities of the Foundation and Grants through the completion of daily administrative duties. In this capacity, he/she will be a staff member in the Foundation department with periodic duties specific to Grants.

Responsibilities

Data Entry/Management: Conduct all data entry into Foundation donor, scholarship and prospect databases in alignment with data management plan(s). Create data analysis reports for all mailings, and as needed in support of Foundation activities. Engage in ongoing evaluation of data to ensure accuracy. Carry-out data related projects as needed.

Office Administration: Serve as first point of contact for the office. Responsible for providing accurate information for scholarship and general inquiries from visitors/students/donors, both college and foundation related. Manage all administrative needs including, but not limited to, recording expenses and deposits on checking and savings ledgers, preparing and making bank deposits, filing/historical records management, carrying out all purchasing in alignment with College or Foundation procedures as required, photocopying/scanning, meeting preparation, preparing invoices/checks for payment, track and reconcile

credit card charges, reconcile PCard statements, generate month-end reports including credit card and gift reports.

<u>Fundraising, Program and Event Support:</u> Carryout all mailings, execute catering and AV requests, schedule meeting rooms, event set-up, staff periodic and annual events such as New Student Orientation, Golf Outings, Donor Luncheon.

<u>Grants Office Support:</u> Collect and collate materials required for proposal writing and reporting. Coordinate grant expenditures as needed with campus departments receiving funding. Support the Director of Grants and Operations as needed.

Qualifications

Minimum Qualifications:
o Associate's degree from an accredited institution
o Demonstrated skills in data entry
o Demonstrated ability to use Word, Excel and Adobe software in daily work
o Demonstrated ability of effective public relations and oral and written communication skills

Preferred Qualifications:
o   One year paid experience in a higher education or non-profit setting

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.rrcc.edu/human-resources/jobs. Application documents may be emailed to hrjobs@rrcc.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