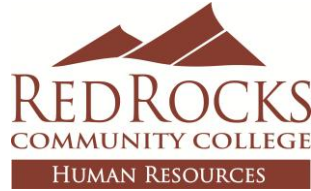


Student Employment Position Announcement



Academic Advising Clerical Assistant II Work Study Preferred

Job Description: Academic Advising Front Desk Receptionist and Scheduler.

This person is responsible for screening and managing walk-in advising and appointment student traffic, answering or directing phone inquiries and setting up appointments from phone, email and web requests, as well as contacting students for appointment reminders. Additionally, this position is responsible for helping students navigate The ROCK student portal, keeping the reception area clean and stocked with college and transfer information, directing students to appropriate departments or personnel, and assisting with various projects as needed within the Advising Department.

Job Requirements:

- Ability to work with diverse customers to include students, parents, community members and college personnel on a front-line, first point of contact basis.
- Excellent customer service skills to include advanced written and oral communication.
- Computer competency to include Microsoft Word, Outlook, Excel and PowerPoint.
- Familiarity with Red Rocks resources and experience using The ROCK student portal.
- Ability to multitask, problem solve and organize information, with strong time management skills.
- Reliable, punctual and willing to learn new information and computer programs.

You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you will be working) to apply for this position.

Job Payment Information:

Wage: \$9.00 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to the Human Resources Office or the Financial Aid Office to procure a Student Employee Referral Form.

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2. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Contact Mary Adrian (mary.adrian@rrcc.edu or 303.914.6608) to discuss the advertised position.

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*