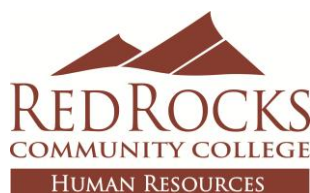


Student Employment Position Announcement



Academic Advising Department Clerical Assistant II Work Study

Job Description: Represent and promote Red Rocks Community College. Screen students at the front Advising desk requesting to see an Advisor. Manage traffic flow, assist with appointment requests, provide reminder calls for appointments, and answer general Advising phone calls. As a first contact position, provide prospective students with insight on the college from a student perspective and general information on room locations, admission steps, college procedures as able. Assist the Advising Office with filing, copying, data entry, print materials inventory, general office duties and special projects as needed.

Job Requirements: Knowledge of Red Rocks Community College resources and services, knowledge of the new student process, outstanding customer service skills with a diverse student population, strong communication skills, good phone and email etiquette, ability to work independently or as part of a team, knowledge of MS Office (Word, Excel, and Outlook), accurate data entry skills, and ability to learn appointment software. Knowledge of Banner Student Information System is a plus.

You must also be eligible for student employment (enrolled in a minimum of six (6) credit hours for the summer or fall 2015 semester) at Red Rocks Community College to apply.

Preference given to work-study eligible for the fall 2015 semester

Job Payment Information:

Wage: \$9.00/hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Human Resources and receive your Student Employment Referral Form. If you are work study eligible, go to Financial Aid for Eligibility.
2. Applications are available online at http://www.rrcc.edu/hr/student_employment.html or at the Front Advising Desk. Then, contact Mary Adrian at 303-914-6608 or Mary.adrian@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, 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

Please contact Robert Miller at 303.914.6300 with any questions regarding student employment.

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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.

Please contact Robert Miller at 303.914.6300 with any questions regarding student employment.