



## Variable Hour – Accessibility Services Office Assistant– Position Number

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation:** \$10.50 per hour – Maximum 20 hours per week.

### Responsibilities

Assist the Office Specialist with processing and proctoring accommodated testing. Provide front desk coverage with duties including answering the phone, responding to voicemails and emails, copying, creating electronic files, and other clerical duties as assigned. Provide customer service to students and visitors to the office. General customer service includes helping students with paperwork, answering general questions, and some computer assistance.

### Qualifications

**Minimum Qualifications:** Possess basic Microsoft Office computer skills, ability to work independently or as part of a team. Excellent oral and written communication skills.

**Minimum Competencies:** Applicant needs to be punctual, dependable, detail-oriented, friendly and flexible. Successful candidate must be able to maintain student and office confidentiality and work in a diverse environment.

**Preferred Qualifications:** High School Diploma or GED. Experience in a Community College and Banner experience.

### To Apply

Send applications to Audra Nicks, Office Specialist. Applications can be dropped off in Suite 1182 or emailed to [audra.nicks@rrcc.edu](mailto:audra.nicks@rrcc.edu). Questions can be addressed at 303-914-6738.

**A resume will not be accepted in place of a completed application.**

Please follow this link for an application <http://www.rrcc.edu/human-resources/jobs>.

### **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.

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](mailto: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.*